VALE Cooperative Collection Management Committee

Circulation of Recently Purchased Material Pilot Project

2010-2011

1. Purpose

 a. To determine the circulation of **recently purchased material** and analyze its use

 b. To help assess collection development policies and practices regarding book selection, approval plans

 c. To help identify trends, strengths and weaknesses in the collection, and to consider ameliorative strategies

d. To help determine the best use of material budget allocations

2. What items are counted/included?

 a. Books only. Print only

 b. Scores

c. Media and ebooks would be a separate report

 d. Purchased only (not added – such as gifts). Each library should define how purchased items are identified. Local policy and procedures may vary.

e. Circulating items only (NOT Reference or Special Collections, or any other non-circulating book collection)

 f. Approval programs and firm orders. Faculty and Librarian selected.

 g. Include ILL, Reserves, in house use (anything that is counted in ILS as a circulation qualifies as a circulation)

3. Time frames: fiscal year vs. calendar year: Use fiscal year July 1 to June 30

a. When purchased: Begin with FY 2005. Eventually will collect 5 years of data

b. When received. Each library should define how received items are identified. (Barcode attached, Item create date, etc.) Local policy and procedures may vary.

c. Begin circulation – WHEN? Circulation should be counted from the time the item is received.

4. Reporting

 a. Call number ranges: LC classifications. One letter or two letters as needed.

 b. Dewey libraries will have to create their own call number ranges.

Revised June 2011