

Tompkins-Seneca-Tioga BOCES

School Library System

**Cooperative Collection Development (CCD) Plan**

2016



**DEFINITION:** CCD is an effort to acquire and maintain collections of resources that can be shared among the Tompkins Seneca Tioga (TST) BOCES school library system participants for improved access to information.

**SCOPE**

- All School Library System (SLS) participants may be included in the plan.
- Schools agree to circulate materials under the System’s Interlibrary Loan (ILL) Policy.
- Funding will come from district/schools’ operating budgets. Individual schools may designate additional monies to the COSER for the CCD in increments of approximately \$500.00. (To allow for individual orders being of reasonable size and yet to reflect unique costs of books).
- All new materials will be added to the System’s Union Catalog within the school year purchased.

**GOALS**

- To ensure that resources necessary for research are available to students and teachers served by the TST BOCES School Library System in accordance with the System’s ILL Policy.
- To ensure cooperative-plan purchase of specialized collections to expend funds cost effectively.

**SYSTEM RESPONSIBILITIES**

- Provide information to the Resource Sharing/Collection Development Committee of the SLS.
- Continuously update the Union Catalog with resources purchased under this plan.
- Provide the means to data collection through the union catalog report utilities.
- Maintain statistical data regarding participation and usage through the union catalog report utilities.

**PARTICIPATING SCHOOL RESPONSIBILITIES**

- Continue to maintain a basic school library media collection for use by students and teachers.
- Provide information to the Resource Sharing/Collection Development Committee as requested.
- Use a collection analysis tool that is designed to determine subject strengths.
- Continue to develop collections along the CCD committee designated area(s) of specialization.
- Acquisitions and withdrawals reflected through the Union Catalog.
- Facilitate the dissemination of these materials through ILL in a timely manner.
- Notify SLS when not able to follow through with a request for resources.

**RESOURCE SHARING/COLLECTION DEVELOPMENT COMMITTEE RESPONSIBILITIES**

- The committee will survey existing school library collections and the needs of the schools. Based on the results of the survey, the committee will make suggestions for areas to be added or deleted. (Possible option: the

committee will coordinate strengths and weaknesses of collections and use the information to make and modify CCD decisions).

- Committee will review the CCD plan as necessary within the Plan of Service.

## EVALUATION

- Qualitatively assess the effectiveness of collection development in subject area(s) of specialization and annually review requests for changes based on the NYS Standards and the needs of individual schools.
- A three-year collection of subject area specialization is recommended.

## SUMMARY (of TST BOCES School Library System CCD Plan):

\*School libraries may submit their order of print, nonfiction titles to the SLS Office at TST BOCES no later than April 15 of any school year.

\*Using funds transferred from individual school districts to the CCD COSER, 518.6317.300, titles will be ordered on TST BOCES purchase orders from the vendor specified by each school library.

\*Vendors will fulfill orders then ship titles directly to the individual school library. Library staff will check the order and label books with supplied CCD labels. These labels are used in addition to school identification labels or stamps.

\*The SLS Office will process related invoices and ensure payment to vendors.

\*Each participating school will receive state aid reimbursement @ their RWADA Aid Ratio which currently ranges, depending upon the district, between 54% - 82%.

For example:

\$500 order

-82% RWADA Aid Ratio (or \$410)

= \$500 - \$410 or **\$90, actual cost of order**