

**Broome-Tioga BOCES
School Library System**

Coordinated Cooperative Collection Development Plan

- I. Definition** - Coordinated Cooperative Collection Development is an effort to acquire and maintain collections of resources which can be shared among the Broome-Tioga BOCES libraries in a cost efficient manner.
- II. Scope**
 - A. All school library system members may participate.
 - B. Schools agree to circulate materials under the system's interlibrary loan guidelines.
- III. Goals**
 - A. Insure that resources necessary for research are available to students and teachers served by the School Library System, in accordance with the Interlibrary Loan Policy.
 - B. Conserve storage space through cooperative planning.
 - C. Cooperatively plan purchase of lesser used resources to expend funds cost-effectively.
- IV. School Library System Responsibilities**
 - A. Provide the means for data collection.
 - B. Provide information for the Coordinated Cooperative Collection Development Committee of the School Library System Council.
 - C. Update and print a Union List of Periodicals annually and make it available on the SLS web page in HTML and PDF formats.
 - D. Continually update and make available the SCOOLES database of print and nonprint resources owned by participating school libraries and BOCES.
- V. Participating School Responsibilities**
 - A. Continue to maintain a basic collection for the use of their students and teachers.
 - B. Provide information on resources held and possible purchases as necessary.
 - C. Notify the system if storage space no longer is available for resources, which the school previously agreed to hold.
 - D. Give another School Library System member library resources, which are evaluated to be retained, rather than discard such resources.
 - E. Notify the School Library System when not able to follow through with a commitment.
- VI. Procedures**
 - A. Phase I - Periodicals**
 - 1. The Coordinated Cooperative Collection Development Committee will ask designated schools to hold specific periodicals, which are currently indexed in agreed upon sources.
 - 2. The Coordinated Cooperative Collection Development Committee will

determine a specific number of years that it is prudent to hold each periodical.

3. The School Library System will serve as a clearinghouse as holding schools need to weed periodicals for which they are the designated holder.

B. Phase II - Resources Purchased Cooperatively

1. The Coordinated Cooperative Collection Development committee will survey existing school library collections and the needs of the schools.
2. The Coordinated Cooperative Collection Development committee will select subject areas where needs exist.
3. BOCES will include Coordinated Cooperative Collection Development in a cooperative service narrative and submit it to the State Education Department.
4. The Coordinated Cooperative Collection Development service will be placed on the BOCES list of services.
5. Collectively, representatives from participating school districts will preview, evaluate and make selections of resources to be purchased.
6. BOCES will order the resources.
7. Identification will be placed on each item to specify BOCES cooperative ownership and the site where each resource will be housed.
8. The resources will be included in the BOCES School Library System database.
9. The resources will be shared among school library media centers.

VII. Evaluation

The Coordinated Cooperative Collection Development Plan will be evaluated periodically or as needed by the CCCD committee.

Adopted by the School Library System Council on October 8, 1987.

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