KITSAP REGIONAL Library

Defining and Documenting the Kitsap Regional Library Collection

**Issue**
Staff have been adding materials for a long time without any parameters. They don’t know what they have, why they have it, or whether to keep it.

**Process**
We reviewed collection holdings, existing tools, and talked with stakeholders to figure out how to define the collection and what would make it easy to use.

**Outcomes**
A collection policy, inventory and assessment tool, and finding aid to define, describe, and continue processing the collection.

**Impact**
Staff will be able to identify, locate, and use materials from, and feel comfortable adding materials to, the Kitsap Regional Library Collection.

Debra Pointer Online MLIS
April Ybarra Online MLIS