

COLLECTION MAINTENANCE AND DEVELOPMENT FOR A NON-CIRCULATING PUBLIC LIBRARY COLLECTION

THE PROJECT

BACKGROUND

The Seaside Public Library is a small library on the Oregon Coast.

It provides access to materials that patrons can check out. It also offers materials that are available for use in the library.

This is the **non-circulating collection**:

- Reference books.
- Maps and atlases.
- Local archives and government documents.



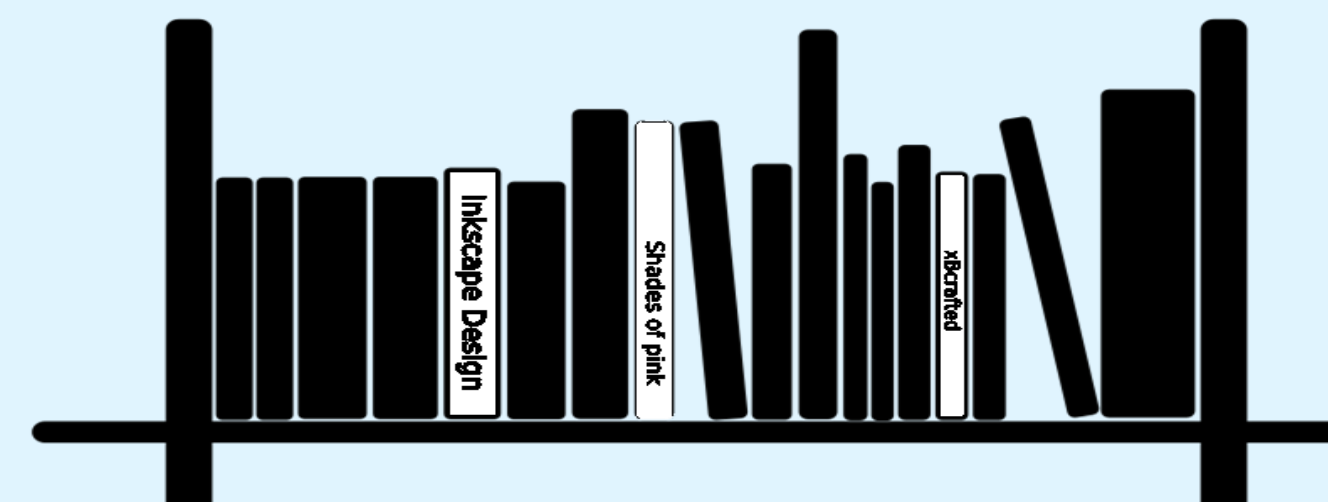
THE GOAL

- To improve the relevance and accessibility of these library holdings for patrons and staff.

THE PROCESS

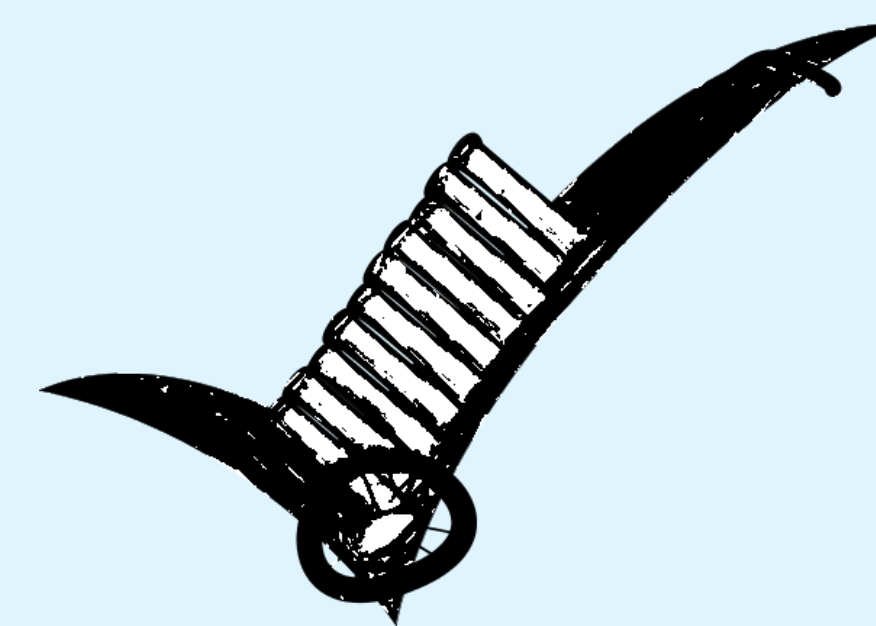
COLLECTION ASSESSMENT

- Automated reports used to develop lists of items.
- Inventory to identify missing and uncataloged items.



RECOMMENDATIONS

- Items to weed and replace.
- Missing items to replace and subject areas to expand.
- Items to catalog or re-catalog to improve user access.
- Reclassification of archives materials, using Dewey Decimal Classification, to facilitate item discovery.



ACTION

- Records for missing and weeded items deleted.
- Record improvement, and re-classification of archives.
- Reclassification and reshelving of materials moved to more appropriate sub-collections.
- Procedures and workflows documented.

THE OUTCOMES

REFRESHING

THE COLLECTION

- 144 items deleted.
- 104 items added.
- 76 archives items cataloged.
- 173 archives items re-classified.



STANDARDIZING LOCAL CATALOGING PRACTICE

- Documentation of process for original cataloging.
- Documentation of Dewey class numbers used for common archives subjects for future reference.