

## **Recommendations from December 4, 2004 minutes**

### **SEO Collection Development Policy**

Since the SEO bookmobile program will be defunct as of December 31, 2002, the SEO materials budget will be used to meet the needs of consortium members. State Librarian Mike Lucas has asked that the consortium develop a Collection Development Policy for SEO. The committee advised Chris to post a request on the seolist for volunteers to serve on this committee. Once the committee is in place a document will be drafted and presented to the SEO Governance Committee for approval.

### **Browsing Collection**

Susan Hagloch moved and Alan Hall seconded a motion to allow SEO libraries to start small browsing collections. The motion passed unanimously. The guidelines for the browsing collection are listed below. *If you wish to institute a browsing collection in your library, the director needs to submit the request in writing to Dianna Clark at any time (e-mail or fax is fine). She will do the setup necessary.*

### **Browsing Collection Guidelines**

The browsing collection includes bestsellers and popular materials. Non-book materials are **not** included.

The library must establish a separate budget line item for the purchase of browsing collection titles **in addition to** the normal amount of materials purchased for the regular circulating collection. Normally there will be no more than 30-50 titles in the browsing collection at each location at any given time. The numbers of copies are determined on an individual basis, but will usually range between 1-5 copies. Each library building or location must own at least one circulating copy of the title before they can put a copy in the browsing collection. Browsing collection copies will go into the circulating collection at the end of three months or when they are no longer in hot demand, **whichever comes first**.

A special I-TYPE has been created for the browsing collection that establishes parameters. All SEO libraries using browsing collections will be required to use the same parameters. The policies (parameters) are as follows:

- 7 day loan (Circulation staff will manually change the due date to 14 days for titles over 500 pages)
- Exempt from holds
- Non-renewable
- \$1.00 a day overdue fine

**Libraries participating will be monitored by their peers for compliance to the rules. The browsing collection policy will be reviewed after one year.**

**No library is required to start a browsing collection. This is a voluntary service now being provided by SEO for interested libraries with the financial means to buy extra copies of bestsellers.**