

## **COLLECTION MANAGEMENT COMPETENCIES** **(Revised March 25, 2009)**

Library Support Staff who work in collection management support coworkers and library users by assisting with the processes that put library materials on the shelf or online. Collection management work requires knowledge and abilities in many aspects of this fundamental library work, including understanding publishers, vendors, budgets and accounting, how to resolve problems, preparing items for use, and caring for items after they have been well used.

### **Library Support Staff will know:**

1. The functionality of integrated library systems.
2. The general purpose of collection management in libraries.
3. The basic principles of selecting and discarding of all types of library materials.
4. Basic principles for ordering, processing, and claiming all types of library materials.
5. Basic organization of the publishing industry and familiarity with vendors of materials, supplies, equipment, and services.
6. The value of cooperating with other libraries to enhance services.
7. Basic principles for preserving all types of library materials.

### **Library Support Staff will be able to:**

8. Use standard sources to assist with collection development and procurement.
9. Apply effective procedures for verifying, ordering, and receiving orders; resolving problems; and accounting for expenditures.
10. Apply appropriate methods and techniques for accurate preparation of all library materials.
11. Maintain the collection using standard preservation techniques.
12. Use standard methods for material rebinding and storage.
13. Assist with decisions regarding weeding, material retention, and replacement.
14. Explain and apply the library policy for accepting gifts of materials.