

Master of Library Science Final Exam Portfolio
Work Product One

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Appendix One

Work Product One: Collection Development Project

Part One of Four: Collection Spreadsheet Screenshot

<http://www.kburright.com/LIS/Collection/Dev/wp-content/uploads/2018/06/Collection-Project-Spreadsheet.xlsx>

This space contained a screenshot of my Collection Development project spreadsheet.

Part Two of Four: Collection Development Policy

<https://www.kburrigh.com/LIS/CollectionDev/collection-development-policy/>

1. STATEMENT OF PURPOSE

The purpose of the collection policy for the Lily T. Cat Collection is as stated:

- To identify collection development responsibilities.
- To establish criteria and guidelines for collection development.
- To inform the public of the principles guiding the Library's collection development.
- To instruct staff on the Collection's priorities and needs.
- To state the Library's commitment to intellectual freedom.

2. COMMUNITY/INSTITUTIONAL PROFILE (AKA BACKGROUND)

The [REDACTED] Branch Library is a community oriented library in northwest [REDACTED]. It features 16,000 square feet of space that includes meeting rooms and computer labs. It features a non-traditional hybrid windmill that provides power to a community art installation. The [REDACTED] Library sits on a 24 acre former farm and is home to a heritage oak and multiple outdoor gathering spaces.

The [REDACTED] Library is administrated by the [REDACTED] Library system. The [REDACTED] Library's mission is to change lives through the transformative power of information, imagination, and ideas. It is recognized as a premier resource for educational support, self-directed learning, and literacy.

The Lily T. Cat Collection's users will primarily be veterinary students at University of Texas, working veterinary staff members, researchers, cat rescue organization staff members, and individuals who are interested in the field of feline health, history, and literature.

3. COLLECTION OVERVIEW AND GOALS

The purpose of the Lily T. Cat Collection is to provide a high quality research collection focused on felines for students, researchers, organizations, and individuals.

Though cats and felines in general have long been associated with human interest, research into cat health and behavior has been lagging far behind that of dogs. Most scientific research is limited to current students and researchers in academic libraries, leaving a significant gap of knowledge for those who fall outside strict academia. This Collection intends to fill that gap by utilizing the universal access the public library offers.

Though the Collection will focus heavily on feline veterinary research, the inclusion of history, literature, and art is essential towards the Collection's overall purpose. Cats have been a part of human history for millennia and the overall scope of that shared history is an important aspect of cat research.

The Collection will include the following general subject areas:

- Cat/feline veterinary research.
- Cat/feline behavioral science.
- Cat/feline health science.
- Cat/feline general care for laypersons.
- Historical information on the domestication of cats.
- Memoirs by notable individuals in the cat/feline subject field, focusing on their work with cats/felines.
- Biographies and memoirs about notable cats and other felines.
- Historical literature centered on cats and other felines.
- Fiction literature about cats/felines or featuring cats/felines.
- Art collections featuring cats and other felines.
- Documentary films about cats/felines in varying subject areas.
- Entertainment films featuring cats.
- Audio related to cats/felines, including audiobooks and music.

The majority of the Collection's materials will be physical and electronic texts, with electronic journal access crucial to the scientific aspect of the collection. The Collection will also include audiovisual materials, art monographs, and computer software resources. Future collection goals

will include non-circulating materials such as paper ephemera and physical art. The Collection will not include items such as feline skeletal remains and similar specimens, due to the sensitive nature of such items among the larger Library community.

4. SELECTION RESPONSIBILITY

Selections for the collection will be primarily made by the Special Collections Librarian on staff. They will base their collection decisions on research into veterinary and feline-related literature resources, reviews of potential Collection materials, input from the user community the Collection intends to serve, and expert recommendations.

Library patrons and members of the larger community are encouraged to make recommendations for future Collection purchases. However, final responsibility of collection selections will be with the Special Collections Librarian, following the guidelines of selection criteria outlined below.

5. SELECTION CRITERIA

The criteria for selection will utilize the professional knowledge and skills of the Special Collections Librarian to determine material inclusiveness. Material must be relevant to the subject areas of feline veterinary science, feline history, feline non-fiction literature, feline fiction literature, feline film and music, and feline art. Material that falls outside this subject will be considered if it meets the primary criteria. For example, a text on general veterinary science considered essential in the field may be included due to its scientific and historical significance. A film such as *Homeward Bound* or *The Incredible Journey* may not be included due to its subject matter not being feline-centric.

The following general criteria will be used to determine Collection materials:

- Relevance to the needs of the user community served by the special collection.

- Currency in scientific theory and practice, as well as currency in publication.
- Historical significance within the collection subjects.
- Enduring significance or interest within the collection subjects.
- Comprehensiveness of the material.
- Reputation of the author(s), publisher, periodical, and the outcome of critical reviews.
- Relevance to the current collections strengths and weaknesses.
- Anticipation of circulation demand.
- Uniqueness of content.
- Format of the material and ability to circulate: Primarily physical text material, audiovisual formats, electronic database resources, and computer files and software, taking into account license agreement requirements and cost of vendor support.
- Price and Library's collection budget.
- Date of publication.

6. GIFTS

The collection will accept gifts to the Lily T. Cat Collection. Gifted materials must meet the same selection criteria as listed above. Gift materials to the collection that are unable to be used in the Collection will be sent to the Librarian in charge of the main [REDACTED] Library collection for evaluation of inclusion. Items determined to be not usable by the Library will be handed to the Friends of the Library Foundation for resale. The Friends of the Library Foundation works with the Library to raise additional funding for the Library via reselling material that has been withdrawn or donated.

The Library welcomes monetary donations made to the Lily T. Cat Collection for purchasing new and replacement materials.

All gifts and materials donated to the Library are tax-deductible. However, the Library will not appraise or provide valuation for donated or gifted materials. All gifted materials become the sole property of the library and will not be returned to the donor.

7. DESELECTION

Deselection of material is essential for the Lily T. Cat Collection as it is a living resource that must adapt to changing user needs and scientific relevancy. Materials that are outdated or inaccurate must be removed to maintain its academic quality and usefulness. Outdated materials must have enduring relevance or historical significance to remain within the Collection.

The following general deselection criteria will apply:

- Damage or poor condition of items not conducive to circulation.
- Currency of material's contents.
- Endurance of material's contents.
- Relevance to the collection's user community.
- Number of copies in collection.
- Circulation and usage demand.

The Special Collections Librarian will be primarily responsible for deselection of Collection materials. Deselection is an ongoing process and may be performed at any time due to material accuracy, relevancy, and physical condition.

Items that have been deselected will be handed to the Friends of the Library Foundation for resale.

8. CHALLENGES

The Library and the Lily T. Cat Collection welcomes all opinions from community members on the nature of Collection materials. If a patron believes an item should be included in the Collection or if an item does not belong, they are directed to contact a Library staff member and submit a Material Reconsideration Form. After receipt of the request, the Library Director will appoint a committee of three professional Library staff members, including the Special Collections Librarian. The item(s) up for reconsideration will be evaluated within the context of this Collection Policy, additional research provided by the Library staff, and input from

community member(s) requests. Material that is currently in the Collection will remain accessible during the evaluation process.

9. INTELLECTUAL FREEDOM

The Igo Library and the Lily T. Cat Collection are committed to the philosophy of intellectual freedom and the constitutionally protected rights to free speech and the press that are enjoyed by all. It is the Library's responsibility to provide a balanced selection of material that encompasses diverse points of view. Patrons of the [REDACTED] Library and Lily T. Cat Collection are free to choose and reject materials so long as they do not restrict others from exercising those same rights. The [REDACTED] Library and the Lily T. Cat Collection fully endorse the American Library Association's *Library Bill of Rights*.

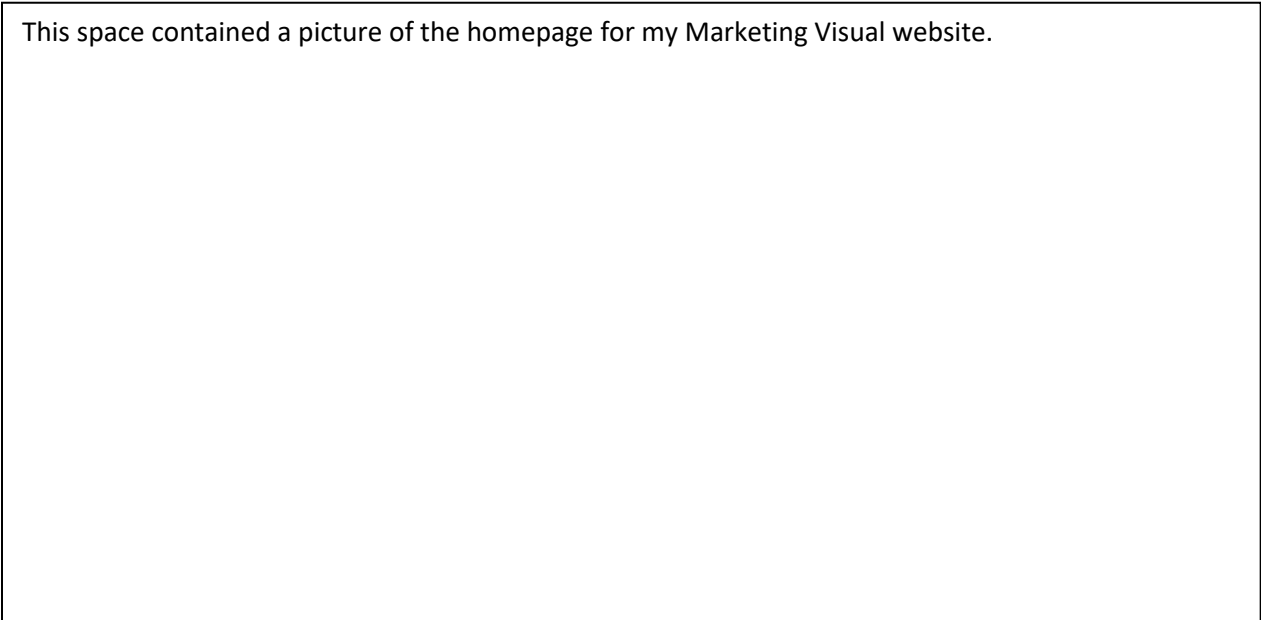
10. POLICY EVALUATION

The Library's Collection Policy will be reassessed every five years during budget planning for the following fiscal year, to maintain currency with the Library's financial resources and to incorporate new information.

Part Three of Four: Marketing Visual Screenshot

<https://www.kburright.com/LIS/CollectionDev/>

This space contained a picture of the homepage for my Marketing Visual website.



Part Four of Four: Library Website Screenshot

<http://www.kburright.com/LIS/WebDev/>

This space contained a screenshot of the homepage of my library's website.