Collection Management Magic! Tips, Tricks, and Formulas to Make Your Collections Shine

Nanette Donohue Collections & Technical Services Manager Champaign Public Library

Where I'm Coming From...



The Collections Life Cycle



Selection & Acquisition

Know Your Community

- What are people's needs?
- What are their interests?
- Which authors/genres are popular?
- What's being assigned in schools?

Holds Alert!

Holds alert report by library

Record ID	Title	Author	Format	ISBN	Local holds	Local Items	System holds	System items
2293930	Behind the Scenes with Burt: A Breaking Cat News Adventure	Dunn, Georgia	Book	9781524871277	3	1	3	2
2309043	Belfast		DVD		22	8	37	12
2327905	Belfast		Blu-ray Disc		10	3	13	3
2300079	BERGMAN ISLAND (DVD)		DVD		7	2	9	2
2260719	Besties : work it out	Miller, Kayla. author.	Book	0358561914	4	0	4	1
94994	Big night		DVD	0767802535 :	4	1	8	1
2132452	Black, white, and The Grey : the story of an unexpected friendship and a beloved restaurant	Bailey, Mashama, author.	Book	9781984856203	4	2	6	4
2324831	BLACKLIGHT (DVD)		DVD		7	3	7	5
2305227	Bloom of the Flower Dragon: A Branches Book (Dragon Masters #21)	West, Tracey	Book	9781338776881	3	2	6	2
2317275	Book Lovers	Henry, Emily	Book	9780593334836	12	6	18	9
2295458	Caramel pecan roll murder	Fluke, Joanne, 1943-	Book	1496736087	3	4	3	6
2305246	Cat Kid Comic Club : On purpose	Pilkey, Dav, 1966-	Book	1338801953	14	12	15	15
2299784	Citizen K-9	Rosenfelt, David, author.	Book	9781250828934	5	3	5	4
2312381	C'MON C'MON (DVD)		DVD		16	5	21	7
2311245	Comedy comedy comedy drama : a memoir	Odenkirk, Bob, 1962- author.	Book	9780399180514	3	2	7	4
1228668	Crescent City : house of earth and blood	Maas, Sarah J., author.	Book	9781635574043	4	3	4	4
2178692	Crying in H Mart	Zauner, Michelle, author.	Book	9780525657743	3	5	6	7
2319849	CYRANO (DVD)		DVD		20	5	28	5
2292807	Death of the Black Widow	Patterson, James	Book	9781538709825	6	6	7	7
2324846	DEATH ON THE NILE (Blu-ray)		Blu-ray Disc		5	1	6	1

The Unsurprising

2317275	Book Lovers	Henry, Emily	Book	978059333 4 836	12	6	18	9

	2292807	Death of the Black Widow	Patterson, James	Book	9781538709825	6	6	7	7
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2300340	Reminders of him : a novel	Hoover, Colleen, author.	Book	9781542025607	7	6	8	7
2289083	Run, Rose, run	Parton, Dolly, author.	Book	9780759554344	22	7	22	12
2319714	Run, Rose, run	Parton, Dolly, author.	Large Print	9780316378994	7	1	7	3
2312874	RUN, ROSE, RUN (CD)	Patterson, James author.	Audio Book on CD	9781549164859 :	3	1	5	2

232157	7 Sparring Partners	Grisham, John	Book	9780385549325	12	8	13	12

The Newsworthy

2318074	Lessons from the edge : a memoir	Yovanovitch, Maria L., 1958-	Book	9780358457541	11	4	15	6
		author.						

314192	Maus : a survivor's tale	Spiegelman, Art.	Book	0679406417	28	12	38	13
10193	Maus I : a survivor's tale : my father bleeds history	Spiegelman, Art.	Book		7	1	9	1
611436	Maus I : a survivor's tale : my father bleeds history	Spiegelman, Art.	Book	0394747232 (pbk.) :	4	0	7	1
106800	Maus II : a survivor's tale : and here my troubles began	Spiegelman, Art.	Book	0679729771 (pbk.)	3	1	5	3

2321737	One damn thing after another : memoirs	Barr, William Pelham, 1950-	Book	0063158604	4	3	4	5
	of an attorney general	author.						

The Unexpected

2132452	Black, white, and The Grey : the story of an unexpected friendship and a beloved restaurant	Bailey, Mashama, author.	Book	9781984856203	4	2	6	4
2308985	From strength to strength : finding success, happiness, and deep purpose in the second half of life	Brooks, Arthur C., 1964- author.	Book	9780593191484	12	5	16	7
2309010	The cartographers : a novel	Shepherd, Peng, author.	Book	9780062910691	14	5	17	6

The "why in the world...?"

	· · · ·						
71882	Little Giants	DVD	0790779358	3	0	3	1

Current Awareness

Know what your patrons want...before they know that they want it!







Edelweiss



Publisher Catalogs on Edelweiss



Title Information on Edelweiss

Long Shadows

by David Baldacci



On Sale Date: October 11, 2022 ISBN 9781538719824, 1538719827 Hardcover | 432 pages \$29.00 USD, \$37.00 CAD Fiction / Thrillers / Suspense See more information

Biblio

Summary Contributor Bio(s) Links Marketing Plans Key Selling Points ILS Data Orders Peer Data

Wholesaler Info

BESTSELLER LIST DOMINATION: Every single one of David's books have hit the bestseller list. His most recent thriller, *A Gambling Man* (GCP, 4/21) was an instant #1 *New York Times* bestseller in both hardcover and combined. *Daylight* (GCP, 11/20) debuted at #2 on the *New York Times* bestseller list, and *Walk the Wire* (4/20), *A Minute to Midnight* (11/19), *One Good Deed* (GCP, 7/19), and *Redemption* (GCP, 4/19) were all instant #1 *New York Times* bestsellers.

INCREDIBLE TRACK RECORD: Baldacci is one of the world's most popular novelists, with more than 150 million worldwide sales. With two new books each year—each one published in hardcover, trade, and mass market, plus backlist reissues—Baldacci maintains a huge bookstore presence.

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Title Information on Edelweiss

A Cat Cafe Christmas

by Codi Gary



On Sale Date: September 27, 2022 ISBN 9781538708156, 1538708159 Paperback | 400 pages \$15.99 USD, \$21.99 CAD Fiction / Romance / Romantic Come... See more information

Biblio

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Marketing Plans

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Key Selling Points

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Orders

Peer Data

Wholesaler Info

Forever

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- Digital and Social Media Advertising Campaign
- National Publicity and Review Campaign
- Select In Person and Virtual Author Appearances
- · Digital Marketing and Publicity Campaign
- Prepublication Buzz and Awareness Campaign
- Early Reader Campaign to Book Groups & Social Reading Networks
- Social Media Campaign
- Digital Influencer Campaign

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E-Galleys on Edelweiss



E-Galleys on NetGalley



We help readers of influence discover and recommend new books to their audiences. If you are a librarian, bookseller, educator, reviewer, blogger or in the media, get started right now by signing in or joining for free. Welcome!

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We Help Books Succeed. Do You?

Become a Member It's Free and Easy Publishers + Authors Publisher or Author? Contact us

E-Galleys on NetGalley





Advance Listening Copies (ALCs) on Libro.fm



sign up at www.libro.fm/alc-program

LibraryReads

The top ten books published this month that librarians across the country love.

- Monthly list, released on or around the 15th of each month
- Anyone who works at a public library can vote via Edelweiss or NetGalley
- Includes summaries and readalikes for each title—on a printable and shareable one-page resource
- Submit an annotation to see your name in lights!



IndieNext



- Monthly list, released around the 1st of the month
- More titles than LibraryReads, often includes niche/literary titles
- Each title includes an annotation written by a bookseller at an independent bookstore
- Kids IndieNext list is bimonthly
- Reading Group IndieNext list is quarterly

GalleyChat



Bill Anderson @booksadvised Mar 8 Replying to @toddgrooten @PRHLibrary Hey friend! Join us for #ewgc (Early Word Galley Chat). You get news on all the upcoming cool books, get to chat with other great librarians & we can connect you to get ARCs. Our next meeting is here on Tues., April 5 from 4-5p ET. Virtual cocktails at 3:30.

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#ewgc

Usually the first Thursday of the month from 3-4 PM Central Time

Nanette Donohue @surferrosa Mar 3 Just noticed that the DRC for A DRESS OF VIOLET TAFFETA by Tessa Arlen is available on Edelweiss--more biographical fiction (my favorite!), this time about Lady Duff Gordon, fashion designer and Titanic survivor. Also I want this dress, I think I'd look fabulous in it! #ewgc



Jenna Friebel @jenna_friebel Mar 3 Omg we're already nearing the end of our time and there are so many books I haven't talked about haha. Some of my new downloads: HONEY AND SPICE/ Babalola, NOBODY'S PRINCESS/ Ridley, THE MONSTERS WE DEFY/ Penelope #ewgc



0 121 09 000

LesaHolstine @LesaHolstine Mar 3 My favorite cover - Tom Mead's debut, DEATH AND THE CONJUROR. Retired stage magician helps Scotland Yard detective in 1930s London with a locked-room murder. (@MysteriousPress 7/12) #ewgc



Q2 176 ()24



Two women. Multiple Aliases. One

Request an ARC of THE LIES I TELL here: ow.ly/Ru9j50I9Cxr

#EWGC



0 17 05 000

EarlyWord

Search Search **EarlyWord** Search The Publisher | Librarian Connection Search Welcome to EarlyWord EarlyWord News for Collection Development and Readers Advisory Librarians Publisher Contacts Library Marketing — Adult March 8th, 2022 By: Nora Rawlinson Welcome to EarlyWord the Library Marketing - Childrens home of monthly GalleyChats, GalleyChat Roundup, March 2022 Publisher Contact Sheet (with email formats) #ewgc, where library staff share excitement about #ewgc upcoming books . GalleyChat Diversity Join us for the next chat: Upcoming Diversity Titles Note new date -- TUESDAY, April 5th, 4 to 5 pm ET (3:30 Best Seller Lists for virtual cocktails). 800 CEO-READ — Top 25 Business Books More details, here The third chat of the new year rivaled the previous two, with nearly as Amazon Movers and Shakers (Sales Spikes, Last many titles, over 210, some as far ahead as December. Roundups 24 hours) Read summaries of previous are below. To read the full chat, search Twitter by #ewgc. Amazon.com Top 100 chats in EarlyWord posts. Get - EarlyWord GalleyChat, March, 2022 - link to downloadable updates via our RSS feed. Graphic Novels (Publishers Weekly) spreadsheet of the titles on Google Docs. Includes guotes from Indie Bestsellers tweets, notes on debuts, diversity titles, those mentioned for the first Links on the right of the site Los Angeles Times time, LibraryReads deadlines and DRC availability. NOTE: If you have offer information useful to any trouble downloading the spreadsheet, please let us know New York Times readers advisors. Publishers Weekly/BookScan - Edelweiss catalog - includes covers, publisher marketing Keep on reading, information, and links to Edelweiss DRCs. USA Today Wall Street Journal (may require subscription) Nora Our next chat has been moved to the first Tuesday of the month, April 5th, 4 to 5 pm ET (3:30 for virtual cocktails), to avoid conflict Nora Rawlinson, Founder with the day-long PRH Spring Book Fest. Click here for Consumer Media, Book Coverage the schedule of upcoming GalleyChats. Aggregrated Book Reviews, (LitHub/Book Marks) A Super Remarkable Debut Pages Books on the Air

Privacy Policy Archives March 2022 February 2022 January 2022 December 2021

GalleyChat

REMARKABLY BRIGHT CREATURES SHELBY VAN PELT Remarkably Bright Creatures Shelby Van Pelt On Sale Date: May 3, 2022 9780063204157, 0063204150 Hardcover \$27.99 Fiction / Literary

This debut is so hot, we had to create a new category for it, "SUPER HOT." Excitement has been growing on GalleyChat since it was first

Library Marketing



Macmillan Library Marketing

Vendor Programs: Category Lists



Vendor Programs: New Title Notification

Contributor Abbott, leff Abercrombie, Joe Adams, Ellery Adams, Jane A. Adler, Elizabeth Adler-Olsen, Jussi Ahern, Cecelia Alameddine, Rabih Albert, Susan Wittig Albom, Mitch Alcott, Kate Alexander, Tasha Alexie, Sherman Ali, Monica Allen, Sarah Addison Allende, Isabel Alten, Steve Alvarez, Julia Amis, Martin Anaya, Rudolfo Anderson, Kevin I Andrews, Donna Andrews, Ilona Andrews, Mary Kay Andrews, V. C. Anthony, Piers Archer, Jeffrey

- choose author & format (children's, teen, and adult available)
- set to auto-ship or to notification only based on your library's needs
- also available by Dewey category, nonfiction series, graphic novels, travel books, etc.

Hardcover	Large Print Trade Edition	Large Print Library Edition	Abridged CD	Unabridged CD	Library Edition CD		Downloadable Audiobooks	E-books
2	0	0	0	0	0	0	0	0
2	0	0	0	0	0	0	0	0
1	0	0	0	0	0	0	0	0
1	0	0	0	0	0	0	0	0
1	0	0	0	0	0	0	0	0
2	0	0	0	0	0	0	0	0
1	0	0	0	0	0	0	0	0
1	0	0	0	0	0	0	0	0
2	1	1	0	0	0	0	0	0
2	0	0	0	0	0	0	0	0
1	0	0	0	0	0	0	0	0
1	0	0	0	0	0	0	0	0
1	0	0	0	0	0	0	0	0
1	0	0	0	0	0	0	0	0
2	0	0	0	0	0	0	0	0
3	1	1	0	0	0	0	0	0
1	0	0	0	0	0	0	0	0
2	0	0	0	0	0	0	0	0
1	0	0	0	0	0	0	0	0
1	0	0	0	0	0	0	0	0
2	0	0	0	0	0	0	0	0
2	0	0	0	0	0	0	0	0
2	0	0	0	0	0	0	0	0
3	0	0	0	0	0	0	0	0
1	0	0	0	0	0	0	0	0
1	0	0	0	0	0	0	0	0
5	1	1	0	0	0	0	0	0

Newsletters

Plutarch Award, Dylan Thomas Prize, and Stella Prize News | Book Pulse

by <u>Anita Mechler</u> Mar 31, 2022 | Filed in <u>Reviews+</u>

Want to get the latest book news delivered to your inbox each day? Sign up for our daily Book Pulse newsletter.

Awards & March News



2022 Plutarch Award finalists are announced.

Book Pulse (prize winners, media appearances, reviews)

Shelf Awareness (general information about books)



Shelfawareness

Tuesday, March 29, 2022 | Issue 1110

From the Shelf

Honoring Indigenous Women's Histories & Stories

Recently, I saw a trivia question posted at a coffee shop: When was Women's History Month created in the U.S.? The answer surprised me: 1987. But of course, women—and their histories and stories.—have been in North America for millennia, long before the United States existed. To close the month, here are six outstanding works by or centering Indigenous women.





their own hands...

"*slams brakes and comes to a screeching halt* This is the best memoir I have read in years. I devoured it in two days."





The post-war years were pivotal for LGBTQ people in America. Thousands of queer folk joined in the war effort, where they met with harassment, bigotry, and often dishonorable discharge—while also discovering their identity, creating a sense of community, and meeting friends and lovers.

As the war ended, lesbians and gay men often chose to settle in cities, establishing the bars and baths and publishing the magazines and books that became essential to gay culture. Not that this clandestine world was without its risks. Bars were regular raided, patrons beaten, blackmail a fact of life, and the names of the victims routinely published.

First Clue (mysteries & thrillers)

Book Buzzes

- Individual publishers (check their library marketing web sites/Facebook/Twitter)
- Library trade publications (Library Journal, School Library Journal & Booklist)
- ALMA (Adult Library Marketers Association)
- U.S. Book Show
- Library Journal <u>Day of Dialog</u>



Continuous Review, Evaluation, and Weeding

Keep an Eye on Your Collection!

- Targeted walkthroughs focus on areas that are overcrowded, sparse, and unappealing
- Grubby items identified by staff or high circ reports
- Item circulation by collection look at trends in usage

DVDs:

Collection	Collection	Collection	Percent	Circulation –	Circulation –	Percent
	Size – FY18	Size – FY22	Change	FY18	FY21	Change
Adult DVDs	27,758	23,664	-14.7%	374,604	250,709	-33%
Children's	9567	8163	-14.7%	119,439	70,136	-41.2%
DVDs						

CDs:

Collection	Collection Size – FY18	Collection Size – FY22	Percent Change	Circulation – FY18	Circulation – FY21	Percent Change
Adult CDs	25,126	16,566	-34%	81,202	31,665	-61%
Children's CDs	2,622	2,472	-5.7%	10,726	4,931	-54%

Create a Collection Development Plan

- Based on current—and future—growth and needs
- Serves as a roadmap for the library's collection
- A living document not something you create and put on a shelf

Mass-Market Paperback Fiction

Last weeded: May/June 2021, 0 circ 2 years

FY19 relative use: 0.71 FY20 relative use: 0.71 FY21 relative use: 0.56

This collection consists of mass-market copies of popular fiction titles (including Westerns). Mass market originals are unusual in general fiction. In most cases, prefer hardcover or trade paperback editions of books when available. Purchase mass market when it is the only option to replace a popular title, or as an inexpensive way to supplement holdings for popular authors (e.g., Grisham, King).

Urban fiction and literary classics should be purchased in hardcover or trade paperback. They do not circulate well in mass market format.

When weeding, follow general series guidelines.

Relative use: ratio of the percentage of the overall collection to the percentage of overall circulation. Should be close to 1 in an ideal situation. Excel and Google Sheets spreadsheets that will calculate this for you are included in the resources!

Create a Maintenance & Weeding Plan

- Take the information you collected in your walkthroughs and statistical analysis and apply it to a real-life project
- Start small if needed, focus on "low-hanging fruit" (poor condition, outdated, low circ)
- Weed no more than 5% of a collection (if weeding hasn't been done in a long time) or 10% of a collection (if you weed regularly)

DVDs:

Collection	Collection	Collection	Percent	Circulation –	Circulation –	Percent
	Size – FY18	Size – FY22	Change	FY18	FY21	Change
Adult DVDs	27,758	23,664	-14.7%	374,604	250,709	-33%
Children's	9567	8163	-14.7%	119,439	70,136	-41.2%
DVDs						

- With moderate weeding (no circ for 18 months):
 - o Adult DVDs: 22,737 items (927 items weeded)
 - o Children's DVDs: 7400 items (763 items weeded)
- With aggressive weeding (no circ for 1 year):
 - o Adult DVDs: 21,292 items (2372 items weeded)
 - o Children's DVDs: 6823 items (1340 items weeded)

My suggestion: Reduce collection size to approximately 27,000 items by weeding aggressively in several waves over the next six months, focusing on low circ and minimal circ, as well as reducing surplus copies. Children's will also need to weed heavily. Placing items in storage should not be a substitute for weeding—we should be moving DVDs out of storage as much as possible.

Basic Weeding Stats: Dead Items

Start with a collection count:

- Item record search
- Count only
- Choose your collection
- Add limits to remove items you don't want to count (withdrawn, lost, etc.)

Then run your weeding pull report based on your desired criteria (e.g., 0 circ for 3 years)

2)	Item	Records	- Barcode Fi	nd Tool		– 🗆 X
File Edit T	ools Options Help					
General Set	tings Scoping Branches Collections	Databases]		6 - L M - L	Search
Object:	Item Records 🛛 🗸	Limit by:	(None)	~	Search Mode	
Search by:	Barcode v	Value:			O Power	Stop
Type:	Exact match (explicitly truncated)	·			⊖ sql	New Search
Sort by:	(None) v	·			Count Only	Clear
For:	* v	•				Help
Done		St	ay on Select	3369 record(s) found		

Dead items equation:

(Number of dead items ÷ Number of items in collection) x 100

Basic Weeding Stats: Turnover & Relative Use

Fiction Turnover - July 2020 -						
	Total	%	Total	%		Relative
Adult	Volumes	of Coll'n	Circ	of Circ	Turnover	use
Adult Fiction	25,269	51.1%	92,684	53.4%	3.67	1.05
Adult Paperback Fiction	1,795	3.6%	4,486	2.6%	2.50	0.71
Adult Mystery	9,143	18.5%	33,645	19.4%	3.68	1.05
Paperback Mystery	2,369	4.8%	5,590	3.2%	2.36	0.67
Paperback Romance	3,216	6.5%	6,667	3.8%	2.07	0.59
Science Fiction	3,922	7.9%	15,046	8.7%	3.84	1.09
Paperback Science Fiction	1,006	2.0%	2,833	1.6%	2.82	0.80
Graphic Novels	2,771	5.6%	12,567	7.2%	4.54	1.29
Total	49,491	100.0%	173,518	100.0%	3.51	
	Total	%	Total	%		Relative
Teen	Volumes	of Coll'n	Circ	of Circ	Turnover	use
Teen Fiction	5,354	63.1%	35,266	63.2%	6.59	1.00
Teen Graphic Novels	2,939	34.6%	19,535	35.0%	6.65	1.01
Teen Nonfiction/Biography	198	2.3%	993	1.8%	5.02	0.76
Total	8,491	100%	55,794	100%	6.57	

Turnover: If all items in the collection were checked out an equal number of times

Relative use: Ratio of the percentage of the collection to the percentage of use (ideal: between 0.9 and 1.1)

Less than 0.9: more items than you need, reduce collection size

Greater than 1.1: fewer items than you need, expand collection size

(Pro tip: make Excel do this work for you)

Hot Topic: It's a Mess, Where Do I Start?

Every collection has "low-hanging fruit":

- Outdated/irrelevant items (travel, tech, legal, science, medical, politics)
- Items in poor condition
- Low circulation

What can you afford to replace? What do you need to replace?

Shift as you weed—avoid empty shelves!





Christ. Had he actually said that out loud? "What brunch?" A little spike poked up under his skin. "I was standing right there when she invited you to it, man. We were in your office . . ." "Right." A line formed between Stephen's brows. "And it was *last* Saturday?" Travis snorted. "Forget it." "Did *you* go?" He coughed into his fist. "Yeah."

Tips for Timeliness

Only collect what you can update!

- Travel: choose popular destinations for your community—no need to collect every possible travel guide
- Technology: for small collections, focus on the basics. What do your patrons ask about? Books may not be the best choice since they are outdated by the time they hit your shelves.
- Legal: focus on basic needs that you're seeing in your community

Remember that SHARE can provide what you don't have! (We're happy to provide materials via OCLC interlibrary loan as well)



Hot Topic: Weeding & Maintaining Series

It's a local decision based on local needs. (I know, not helpful)

Here's what we do:

- Maintain series as often as possible
- For series that have ended:
 - If more than ¹/₂ of the series has not circulated in 3+ years, weed the full series
- For series that are continuing:
 - If more than ¾ of the series has not circulated in 3+ years, keep the most recent only and check circulation stats before purchasing new additions

We've started adding series numbering to spine labels/series information in Polaris—this makes it much easier to check for gaps!



Questions?



Nanette Donohue ndonohue@champaign.org



I love to talk about collection management, and I'm happy to provide information, guidance, and suggestions for ways to think strategically about your library's collections!