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?
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The “why in the world...?”
Current Awareness

Know what your patrons want...before they know that they want it!
Publisher Catalogs on Edelweiss

FROM #1 NEW YORK TIMES BESTSELLING AUTHOR
PATRICIA CORNWELL

Long Shadows
David Baldacci
Series: Memory Man Series
FRONTLIST | On Sale Date: October 11, 2022
Hardcover | 462 pages
Fiction / Thrillers / Suspense
$29.00 USD, $37.00 CAD
ISBN 9780399584284, 9781538789277
Discount Code: WCL
Status: forthcoming

Livid: A Scarpetta Novel
Patricia Cornwell
Series: Kay Scarpetta (#26)
FRONTLIST | On Sale Date: October 25, 2022
Hardcover | 400 pages
Fiction / Crime
$29.00 USD, $37.00 CAD
ISBN 9780399584284, 9781538789277
Discount Code: WCL
Status: forthcoming

Suspect
Scott Turow
FRONTLIST | On Sale Date: September 20, 2022
Hardcover | 464 pages
Fiction / Thrillers / Legal
$26.00 USD, $37.00 CAD
ISBN 9780399584299, 9781538789326
Discount Code: WCL
Status: forthcoming

Verity (Special edition)
Colleen Hoover
FRONTLIST | On Sale Date: September 27, 2022
Hardcover | 336 pages
Fiction / Thrillers / Psychological
$29.00 USD, $37.00 CAD
ISBN 9780399584305, 9781538790720
Discount Code: WCL
Status: forthcoming
Title Information on Edelweiss

Long Shadows
by David Baldacci

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 (GPC, 4/21) was an instant #1 New York Times bestseller in both hardcover and combined. Daylight (GPC, 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 (GPC, 7/19), and Redemption (GPC, 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.

On Sale Date: October 11, 2022
ISBN 9781538719824, 1538719827
Hardcover | 432 pages
$29.00 USD, $37.00 CAD
Fiction / Thrillers / Suspense
See more Information
E-Galleys on Edelweiss

A DAZZLINGLY UNCONVENTIONAL LOVE STORY for readers of Ask Again, Yes and Tell the Wolves I’m Home

Notes on Your Sudden Disappearance: A Novel

Alison Espach

FRONTLIST | On Sale Date: May 17, 2022
97812508231-44 12508231-45
Hardcover with dust jacket
$36.99 USD, $35.99 CAD
Fiction / Literary

352 pages | Announced 1st Print: 150K
9.3 in H | 6.1 in W | 1 in T | 1 lb Wt
Status: Forthcoming

Honors ★ 1

21 Community Reviews 23 Much Love 0 Comments

Goodreads
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!

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](http://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!
• 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.

#ewgc

Usually the first Thursday of the month from 3-4 PM Central Time
Welcome to EarlyWord the home of monthly GalleyChats, #ewgc, where library staff share excitement about upcoming books.

Join us for the next chat.

Note new date — TUESDAY, April 5th, 4 to 5 pm ET (3:30 for virtual cocktails).

More details, here.

Read summaries of previous chats in EarlyWord posts. Get updates via our RSS feed.

Links on the right of the site offer information useful to readers advisors.

Keep on reading.

Nora Rawlinson, Founder

EarlyWord
News for Collection Development and Readers Advisory Librarians
March 8th, 2022 by Nora Rawlinson

GalleyChat Roundup, March 2022

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GalleyChat

The third chat of the new year raked the previous two, with nearly as many titles, over 210, some as far ahead as December. Roundups are below. To read the full chat, search Twitter by #ewgc.

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EarlyWord GalleyChat March 2022 — link to downloadable spreadsheet of the titles on Google Docs. Includes quotes from tweets, notes on debuts, diversity titles, those mentioned for the first time, LibraryReads deadlines and DRG availability. NOTE: If you have any trouble downloading the spreadsheet, please let us know.

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Edelweiss catalog — includes covers, publisher marketing information, and links to Edelweiss DRGs.

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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 with the day-long FIRST Digital Book Fest. Click here for the schedule of upcoming GalleyChats.

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A Super Remarkable Debut

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

HarperCollins – LibraryLoveFest

Macmillan Library Marketing
Vendor Programs: Category Lists

### High Interest Categories

**Adult**
- Adult/YA Crossover
- Asian Interest
- Black Interest
- Debut
- Genre Fiction
- Greatest HITS (High Interest Title Selections)
- High/Low
- HITS (High Interest Title Selections)
- Indigenous Peoples Interest
- Large Print
- Latinx Interest
- LGBTQ+ Interest
- Middle Eastern Interest
- Social Awareness
- Spanish Language Books
- Subject Lists
- Summer Reading Club 2022
- Top Library Titles
- Virtual Book Display

**Children's**

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<td>Van Pet, Shelby</td>
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<td>Tie-Dye Book</td>
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**Virtual Book Display**
Vendor Programs: New Title Notification

- 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.
Newsletters

**Shelf Awareness** (general information about books)

**Book Pulse** (prize winners, media appearances, reviews)

**First Clue** (mysteries & thrillers)
Book Buzzes

- Individual publishers (check their library marketing web sites/Facebook/Twitter)
- Library trade publications ([Library Journal](https://libraryjournal.com), [School Library Journal](https://slj.com) & [Booklist](https://booklistonline.com))
- [ALMA](https://librarymarketers.org) (Adult Library Marketers Association)
- [U.S. Book Show](https://booksshowusa.com)
- Library Journal [Day of Dialog](https://libraryjournal.com/day-of-dialog)
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:**

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<td>8163</td>
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<td>119,439</td>
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**CDs:**

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<td>10,726</td>
<td>4,931</td>
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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)

<table>
<thead>
<tr>
<th>DVDs:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Collection</strong></td>
</tr>
<tr>
<td>--------------------------------------------</td>
</tr>
<tr>
<td>Adult DVDs</td>
</tr>
<tr>
<td>Children’s DVDs</td>
</tr>
</tbody>
</table>

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

Dead items equation:

(Number of dead items ÷ Number of items in collection) x 100
### Basic Weeding Stats: Turnover & Relative Use

**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)

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**Fiction Turnover - July 2020 - Main Library**

<table>
<thead>
<tr>
<th></th>
<th>Total Volumes</th>
<th>% of Coll'n</th>
<th>Total Circ</th>
<th>% of Circ</th>
<th>Turnover</th>
<th>Relative use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adult Fiction</td>
<td>25,269</td>
<td>51.1%</td>
<td>92,684</td>
<td>53.4%</td>
<td>3.67</td>
<td>1.05</td>
</tr>
<tr>
<td>Adult Paperback Fiction</td>
<td>1,795</td>
<td>3.5%</td>
<td>4,486</td>
<td>2.6%</td>
<td>2.50</td>
<td>0.71</td>
</tr>
<tr>
<td>Adult Mystery</td>
<td>9,143</td>
<td>18.5%</td>
<td>33,845</td>
<td>19.4%</td>
<td>3.68</td>
<td>1.05</td>
</tr>
<tr>
<td>Paperback Mystery</td>
<td>2,369</td>
<td>4.8%</td>
<td>5,590</td>
<td>3.2%</td>
<td>2.36</td>
<td>0.67</td>
</tr>
<tr>
<td>Paperback Romance</td>
<td>3,216</td>
<td>6.5%</td>
<td>6,667</td>
<td>3.8%</td>
<td>2.07</td>
<td>0.69</td>
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<tr>
<td>Science Fiction</td>
<td>3,922</td>
<td>7.9%</td>
<td>15,046</td>
<td>8.7%</td>
<td>3.84</td>
<td>1.00</td>
</tr>
<tr>
<td>Paperback Science Fiction</td>
<td>1,006</td>
<td>2.0%</td>
<td>2,833</td>
<td>1.6%</td>
<td>2.62</td>
<td>0.80</td>
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<tr>
<td>Graphic Novels</td>
<td>2,771</td>
<td>5.6%</td>
<td>12,567</td>
<td>7.2%</td>
<td>4.54</td>
<td>1.29</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>49,491</strong></td>
<td><strong>100.0%</strong></td>
<td><strong>173,518</strong></td>
<td><strong>100.0%</strong></td>
<td><strong>3.51</strong></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Teen</th>
<th>Total Volumes</th>
<th>% of Coll'n</th>
<th>Total Circ</th>
<th>% of Circ</th>
<th>Turnover</th>
<th>Relative use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teen Fiction</td>
<td>5,354</td>
<td>63.1%</td>
<td>35,266</td>
<td>63.2%</td>
<td>6.59</td>
<td>1.00</td>
</tr>
<tr>
<td>Teen Graphic Novels</td>
<td>2,939</td>
<td>34.6%</td>
<td>19,535</td>
<td>35.0%</td>
<td>6.85</td>
<td>1.01</td>
</tr>
<tr>
<td>Teen Nonfiction/Biography</td>
<td>198</td>
<td>2.3%</td>
<td>993</td>
<td>1.8%</td>
<td>5.02</td>
<td>0.76</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>8,491</strong></td>
<td><strong>100%</strong></td>
<td><strong>55,794</strong></td>
<td><strong>100%</strong></td>
<td><strong>6.57</strong></td>
<td></td>
</tr>
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</table>
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!
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)
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 ½ 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?
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!