TITLE PAGE
LNSS PILOTING MODULE No:8 **TITLE OF MODULE: LIBRARY COLLECTION DEVELOPMENT POLICIES** **COURSE MATERIALS:** Presentations, Useful Links, List of Suggested Literature, Training Materials
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MODULE DESCRIPTION **MODULE STRUCTURE** **COURSE PLAN** **TRAINER'S GUIDE** **LIST OF SUGGESTED LITERATURE**
MODULE DESCRIPTION
Type: Training **Semester**: Winter, Spring **Target Audience**: University, High School, and Vocational School Librarians from northern Moldova (3 times/year) **Teacher expertise**: **Teachers**: ELENA HARCONITA, ACULINA MIHALUTA, VALENTINA TOPALO **Language**: Romanian/ English **Prerequisites**: Teaching experience, familiarity with syllabus and course description, Module 8 : LIBRARYCOLLECTION DEVELOPMENT POLICIES **Restrictions**: N/A **Supplementary regulations**: N/A

Module Summary: The Library Collection Development Policies is designed for University, High Schools librarians and Vocational School.

It contains 7 topics:
1. Collection Development Terms and definitions
2. Collection Development Principles
3. Collection Development Policies
4. Collection Development Policy Stages
5. 21st Century Collections
6. Collection Development Policies Models
7. Evaluation and Impact

Overall aim: To develop understanding about how to elaborate the Library Collection Development Policies, and to gain new skills to apply its current terms practically**.**

Learning outcomes:

a) Concept Definition / Principles and understanding of the Collection Development Policies elaboration stages and their importance

b) Improved understanding the process of document acquisition and elimination in accordance with the university, school and vocational curricula

c) Increased knowledge about applying new information and communication technologies in collection development

ECTS credits: 1 ECT	Study Hours:30 Hrs (12 hrs. in-class meetings and 18 hrs. of independent work)

Taught Hours: 12
Day 1: 2 academic hours (90 minutes)
Day 2: 2 academic hours (90 minutes)
Day 3: 2 academic hours (90 minutes)
Day 4: 2 academic hours (90 minutes)
Day 5: 2 academic hours (90 minutes)
Day 6: 2 academic hours (90 minutes)
Day 7: 2 academic hours (90 minutes)

Units:
Unit 1: Collection Development Terms and definitions
Unit 2: Collection Development Principles
Unit 3: Collection Development Policies
Unit 4: Collection Development Policy Stages
Unit 5: 21st Century Collections
Unit 6: Collection Development Policies Models
Unit 7: Evaluation and impact

Independent Hours : 18 Hours

Total : 30 Hours

Assessment scheme

Types of assessment:	Units	Weight	Learning Outcomes:
Pre- and post-test evaluations will be conducted to check the comprehension of the module	1-10	Not relevant	Overall understanding of the topic
Assignment 1.	1-10	20%	Comprehension of the terms and definitions applied in collection development

Group work : Collection Development Terms and Definitions			
Assignment 2: Group work Principles of Collections Development (Awareness day of the Library in Social Media), „ BIBLIOLOGIC YEAR 2016', Symposium National Conference, group presentation)	1-10	20%	Increased knowledge and practical application of the collection development principles
Assignment 3: Group work Collections Development Policies Collections Development Policy stages	1-10	20%	Understanding the role and importance of the Collections Development Policy, and its advantages and disadvantages Develop elaboration skills and knowledge about the Policy documentation stages
Assignment 4 Group work XXI Century collections Collection Development Policy models	1-10	20%	Identification of electronic media in collection development Evaluation of internet resources Understand the contents of different Collection Development Policies

Active participation (group discussions,)	1-10	20%	
Presence	1-10	20%	
Description of types of assessment			

The course will focus on understanding Library Collection Development Policies terms and definitions, acquisition processes, Collection Development Policies for librarians, and instruments used in the XXI century. It will also form new skills and abilities for identifying, selecting, and working with informational resources. Lastly, the course will focus on the use of search engines, portals, directories, and social networks to find free online resources in different disciplines.

Assignment 1: Presentation/Homework assignment (20%). Working in small groups (3 or 4), the participants will be able to use collection development terms and definitions.

Assignment 2: Presentation/Homework assignment (20%). Working in small groups (3 or 4), the participants will be able to apply the principles of collection development.

Assignment 3: Presentation/Homework assignment (20%). Working in small groups (3 or 4), the participants will be able to elaborate/form/create Collection Development Policies for their libraries.

COURSE PLAN					
Activity day	**Lesson Topic**	**Lesson Activities**	**Estimated student work time in minutes/ hours**	**Lesson Outcome**	**Assessment forms**
Day 1	Terms and Definitions	1.Teacher Presentation: The LNSS project, goals, objectives, and the role of the course within the project.	45 minutes	Understanding the project, the role of the course, and the CDP including its	Projector, Notebook, Presentations

		2.Module 8 Presentation: Library Collection Development Policies	25minutes	terms and definitions	
		3.Collection Development Policy Terms and Definitions	20 minutes		
		4.Discussion on the assigned Reading.			
Day 2	**Collections Development Principles**	Teacher Presentation: Collections Development Principles	45 minutes	Understanding the Collection Development Principles	Projector, Notebook, Presentations
		Discussion on the assigned reading.	45 minutes		
Day 3	**Collections Development Policies**	Teacher Presentation: The Collections Development Policies • Elements of the Acquisition Policy	45 minutes	Understanding the elements of the acquisition policy	
		Discussion on the assigned reading	45 minutes		
Day 4	**Collections development policy stages**	Teacher Presentation: Web 2.0; Technology and Social Media in the selection process for acquisition in the library.		Understanding the Collection Development stages and acquisition methodology	Projector, Notebook, Presentations

		• Collection development policy stages • Acquisition methodology Discussion on the assigned reading.			
Day 5	**21st Century Collections**	Teacher Presentation: • To make acquisition offers for electronic documents • The Form for Acquisition Proposals • Community participation in determining acquisition offers Discussion on the assigned reading.	30 minutes 15 minutes 15 minutes 15 minutes 15 minutes	Familiarity with acquisition offers for electronic documents, the form for acquisition proposals, and how the community can participate in determining acquisition offers	Projector, Notebook, Presentations, Internet resources
Day 6	**Collections Development Policies Models**	Teacher Presentation: Collection Development Policies Models CDP presentations in diverse institutions Discussion on the assigned reading	45 minutes 30 minites 15 minutes	Increased knowledge about different institutional CDP	Projector, Notebook, Presentations

Day 7	Evaluation and Impact	Group Discussion about the impact of the CDP, and how it can be evaluated	45 minutes	Increased knowledge about how the CDP will have an impact, and how it can be evaluated	
		Discussion on the assigned reading	45 minutes		
		Final disussion			

TRAINER'S GUIDE		
Activity title	**Activity description**	**Suggested materials**
Day 1. **Terms and Definitions**	Teacher Presentation: 1.LNSS project, goals and objectives, the role of the course within the project. 2.Module 8 Presentation: Collection Development Policies 3.Terms and definitions 4. Document type/categorization	Presentations, Projector, flipcharts, markers, white board, internet resources, stick notes
Day 2. Collections Development Principles	Teacher Presentation: 1. The quality of library collections 2. Acquiring documents as a process of developing and updating the library's collection by their nature and requirements of users. 3.Deselecting documents	Projector, Notebook, Presentations
Day 3. **Collections Development Policies**	Teacher Presentation: 1. Carta colecţiilor/ Charter of collections 2. Collection development plan 3. Acquisition policy 4. Acquisition policy elements	Projector, Notebook, Presentations

Day 4. Collections Development Policies stages	Teacher Presentation: 1. Documentation Policy stages 2. Acquisition methodology	Projector, Notebook, Presentations
Day 5. 21st Century Collections	Teacher Presentation: 1. Applying new information and communication technologies in collection development 2. Online form for acquisition proposals 3. Using electronic questionnaires generated by www.surveymonkey.com Group Work: Practical Activity	Projector,Notebook,Presentations, Internet resources, and the questionnaire website: www.surveymonkey.com
Day 6.Collections Development Policies Models	Teacher Presentation: 1.Collections Development Policies Models 2.Collections Development Polices in diverse institutions Group Work: Practical Activity	Projector, Notebook, Presentations
Day 7. Evaluation and impact	Teacher Presentation: Participants present a Collection Development Policy for their library. Final discussion	Projector, Notebook, Presentations

LIST OF SUGGESTED LITTERATURE

Bibliograpyhy

1.CALENGE , B. *Politicile de achiziţie. Constituirea unei colecţii înt-o bibliotecă*,. **Bucureşti :Ed. Biblioteca Bucureştilor, 1999. 399p.**

2.*Fundamentals of collection development and management.* **Ed. by JOHNSON, Peggy. 3rd, rev. edition. [S.l.] : ALA. 2014, 568 p.**
ISBN 978-0-8389-1191-4

3.*Guidelines for a Collection Development Policy using the Conspectus Model*   [on-line] [accesat 3.02.2017].Disponibil:
http://www.ifla.org/publications/guidelines-for-a-collection-development-policy-using-the-conspectus-model?og=8708

4.*Tratat de biblioteconomie.* **Coord. M. REGNEALĂ. Bubureşti : Asoc. Bibliotecarulor din România, 2014. Vol.2, pt.1 : Managementul colecţiilor şi serviciilor. 621 p.**

5.ГРИХАНОВ, Ю.   Новые тенденции в развитии библиотечных фондов. В: *Библиотечное* **дело - XXI век. 2003, nr 2 (6), pp.130-152**

6.ЕВСТИГНЕЕВА, Г. А. О критериях комплектования традиционного библиотечного фонда и фонда электронных публикаций в единой системе формировнаия библилотечно-информационного фонда библиотеки на примере ГПНТБ России. В: *Научно-технические бибилиотеки.* **2010, nr 10, pp. 23-29.**