

Steps to Purchasing Resources for Your Library

- 1) Determine the priorities for library purchases.** Reports are available to facilitate a review of your collection and its use. Refer to Key Reports, Collection Development. (Library staff may need **to create a multi-year plan.**)
 - support a strand of the curriculum, and/or areas in which teachers really need resources
 - update the paperback fiction collection for specific categories of readers, e.g. early chapter books
 - most of the titles in a specific Dewey Classification range or subject area are very old
 - replace missing or lost items
 - second or third copies of very popular titles, or worn items

Consider: age of the users, their reading level, the interests and culture of the community, paperback or hardcover.
- 2) Identify highly recommended materials:**
 - Look at the titles in the Recommended Materials folder on the L: drive. The WCDSB Recommended Lists are particularly useful.
 - Check what other school libraries and public libraries have purchased recently. Borrow or preview the new resources before you purchase them. Sometimes amazon.com, Chapters or other bookseller web sites have sample pages to view.
 - Search for award winners on the websites of library organizations such as the Ontario Library Association, American School Library Association, Canadian School Library Association; also reference and commercial databases NoveList, Follett's Titlewave.
 - Read reviewing sources in NoveList or Titlewave (Follett) or the journals directly, e.g. Resource Links (Cdn.), School Library Journal, VOYA, SB&F (Science Books & Films), etc. Many of these journals are accessible through EBSCO's Education Research Complete database. Read review websites such as Canadian Materials, 49th Shelf or Common Sense Media.
- 3) Compile a list of resources to consider for purchase.**

Include Title, Author, Publisher and ISBN (if you have this information), and a blank space for the price.
- 4) Send the preliminary list to a book jobber to request a price quote.**

Possible jobbers include Library Services Centre, Tinlids, Whitehots, etc. Select a company which will acquire backlist books or resources are not carried in stock.
- 5) Create a purchase order for the resources.**

Your school's administrative assistant will create a purchase order once you have confirmed the price and availability of the resources. The Purchasing Department will fax the list of resources to the jobber indicating the P.O. number. Indicate whether back orders and substitutions are acceptable.