

## SELECTION

Selectors manage and analyze budgets and collection data. They use a variety of resources to find library materials that meet a demand: popular, regional, patron, donor, & system. Selectors use review journals, best seller lists, curated vendor lists and catalogs, suggestions and recommendations. This also includes the deselection or weeding, of library materials.

## ORDERING

The Madison Public Library uses the GetIt module of Koha for ordering library materials. Orders must be entered into GetIt before they get released to the vendor, and then received by our acquisitions department for payment and processing. We work with Koha collection codes, more than 400 vendors and 475 order templates. The annual budget for library materials is about \$1 million. More than 2000 orders were created in the library acquisitions module last year.

## CATALOGING

Catalogers from Madison Public Library ensure that every item ordered gets the best possible record in our catalog. They follow specific guidelines in order to maintain accuracy and make materials easy to find. Our Madison catalogers are the contracted catalogers for South Central Library System and serve as the gatekeepers for problem bibliographic records and other issues with Koha staff client and LINKed.

## PROCESSING

A team of technical services staff process the many books, DVDs, audiobooks, magazines and other library materials before they are ready to circulate. This includes labeling, adding book jackets, barcodes and security tags.

# Collection Management 2017

Madison Public Library Board Presentation October 5, 2017, Alicia Ashman Library

Library Services  
Collection Management  
Madison Public Library  
1001 N. 1st St.  
Madison, WI 53702  
608.261.1000  
www.madisonlibrary.org



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Neighborhood &  
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## Contact Information



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Acquisitions, neighborhood newsletters, public notices, periodicals support



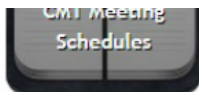
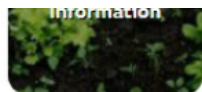
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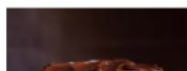
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