What is the population size you serve?	How many total patrons are in your database?	How many active or unexpired patrons are in your database?	How often do you expire patrons?	What time frame do you use to purge inactive patrons?
20000	10000	6277	3 years	non use in three years
1366	1483	1380	starting this year, annually	every year
~8,000	5879 (from most recent annual report)	Unknown	Per Minerva guidelines - we have been in Minerva less than 3 years	see above
25,000	20,000 approx.	11,573 active on a yearly basis	Yearly	We have purged twice in 10 years
5300	4822	4822	annually	annually
10,700	5,801	2020	3 years for regular patrons/1 year for non-resident	annually - usually in July
3100	not sure	not sure	five years	five years
200	I'm not sure how to find that out.	I'm not sure how to find that out.	When they graduate school or staff and teachers move on to other jobs.	I do this during the end and beginning of the school year.
9,000	6000	4000	Annually	5 years
14932	7426		Annually	2 years
4,200	3,300	unknown	every year	three years
9700	5600	0	once a year	three years
6,000ish (year round); 20,000+ summer			Every 3 years	Haven't yet since I got here! Not sure they have ever been purged. On our list of things to do!
1142			every 6 months	
I'm not sure - depends on our membership and daily usage (I could try to find out)	we don't have any patrons in our database	not applicable	not applicable	not applicable
1400	Don't know	1400	Rarely	not applicable
18,705	9,000	5,781	annually	3 years after exp
3000 approximately	1375	1375	a patron's record expires after one year	we go back 3 years
just under 10,000	5033	2418	3 years	currently doing the first purge in 10+ years

What is the population size you serve?	How many total patrons are in your database?	How many active or unexpired patrons are in your database?	How often do you expire patrons?	What time frame do you use to purge inactive patrons?
3500	3000	NA	every year	yearly
9,609	6,037 (plus the undeleted expired patrons)	6,037	3 years	No specific schedule
25,000	about 15,000	13,658	annually	per guidelines - after 5 years
2,197 - school population adults and students	2,197	All active	Yearly as they graduate and or leave district.	NA
16000	6331	3622	annually	just coming up on end of year 3 with Minerva. Need to address this soon.
19,278	11,572	4,587	Annually	Expired 3 years unless owing $3+ in bills/fines
2,463	Approximately 2,463	?	Yearly	When staff or students move
11,500	7436	2029	once a year	purge non-active at 3 years
19000	7462	4052	4 - 5 years	3 years
22,000	Not sure - prob 10K	7500	yearly	3 years typically
10,000	4,800	4,800	3 Years	3
17,800	8254	4,897	Once per year	We purge patrons that are expired and owe no fees after 5 years
			Public patron records expire one year from the date of creation/last renewal. Student, faculty, and staff records expire at the end of each semester, and are renewed if they are returning students or continuing employees of the College.	Public patrons are purged yearly, accounts that have not been used in the past 3 years are deleted, unless they owe items to the library. At the end of each semester, accounts of students who are graduating or otherwise not returning are deleted, unless they owe items to the library.
5030	1782	1133	Community patrons expire one year from card issue date.	Community patrons not active in five years are purged.
7153	7153 + 36 community patrons = 7189	our 36 community patron accounts		
37,000	9800	0	monthly	expired by one year or more

What is the population size you serve?	How many total patrons are in your database?	How many active or unexpired patrons are in your database?	How often do you expire patrons?	What time frame do you use to purge inactive patrons?
12,862	10398	6858	yearly	5 years
5000	4849	I don't have an answer at this time	annually	inactive after 3 years
9800	5508	2656	1 year	3 years of non-use
7388	2324	1976	at least quaterly	3 years of inactivity--unless items are checked out
1,752	4,215	than 4,200, we are about to do a pu	every three years or so	we try to do it in the spring
3000=/-	varies per semester	t before the fall term starts. All expi	Onec a year	See answer in how many active or .. above
500			Annually	Annually
Approx 8,000	5,204	3,411 expired; 1,795 active	Annually	3-years unless existing overdue / billed items.
approx. 17,000	5,243	that as anyone who expired yesterd	yearly	loosely one year after they've expired but anyone with outstanding items or bills remains pretty much indefinitely

What is the size of your collection?	What percentage of your collection is: less than 10 years old?	What percentage of your collection is: less than 5 years old?	How often is your collection weeded?	Please describe your weeding schedule
60000	50%	25%	< 2 years	
16647	76%	44%	< 2 years	
72584 (from most recent annual report)	no idea	no idea	< 2 years	
142,000	Don't keep statistic	Don't keep statistic	Other	We weed on an ongoing basis. At a minimum every collection gets some degree of weeding at least once a year.
47,877 volumes	10.50%	2.90%	Other	I am new at Husson. I don't anticipate a schedule and do not expect to be doing much weeding.
34,509	71%	42%	Other	We weed continuously, moving from one section to another.
40,000 ish	not sure	not sure	< 2 years	I do not know the last time the collection was weeded. From what I have found, it's been a long time. I have been working on weeding the entire collection (when I have the time) all school year. This is my first year in this school district.
I don't know how to find this information.	I don't know how to find this number but it is a small number.	I don't know how to find this number but I know it is very small.	Other	We have a rotating weeding schedule so that weeding is done continuously as a part of the collection development plan.
43,000ish	almost 50%	almost 65%	Other	
app. 60,000 items	Not sure	Not sure	Other	Ongoing
23,980	75%	30%	< 2 years	
67,778	Unknown	Unknown	< 2 years	

What is the size of your collection?	What percentage of your collection is: less than 10 years old?	What percentage of your collection is: less than 5 years old?	How often is your collection weeded?	Please describe your weeding schedule
24,000	I don't know how to find this out! I would love to learn!	I don't know how to find this out! I would love to learn!	Other	
aprox. 11,000			< 2 years	Everything at BBH has been in flux...I weeded in 2015 when I came on board, a regular schedule has not been established. Ideally it would be ongoing, and then every 2 years.
over 100,000 books plus thousands of manuscripts, maps, etc.	10 percent	5 percent	Other	Within the last 20 years we did a major weeding of out of scope materials as we were getting ready for a retrospective conversion project - otherwise we weed on a as needed basis
15000	Don't know	Don't know	Other	
67,000	20%	10%	< 2 years	Ongoing
20,063	don't know	don't know	Other	
56889	I don't know	I don't know	< 5 years	We are constantly weeding different areas all the time.
12,000 print			< 2 years	Constant (space is always needed)
55,000	Not sure	Not sure	Other	
about 109,000 items approximately 40,000	80	50	< 2 years	Ongoing
44837	don't know due to joining Minerva in June 2014	since Minerva 11,552/26 less than 3 years	< 5 years	Ongoing based on circulation, space limitations, CREW guidelines for non-fiction.
76,217 not including periodicals	42%	21%	Other	
82,039	Not sure, but we weed regularly	Not sure, but we weed regularly	< 2 years	
50665	56%	30%	Other	have been weeding through the total collection on an ongoing basis

What is the size of your collection?	What percentage of your collection is: less than 10 years old?	What percentage of your collection is: less than 5 years old?	How often is your collection weeded?	Please describe your weeding schedule
49613			< 2 years	
68K excluding e-content from Download Library	Not sure	Not sure	< 2 years	We intend to do it annually, however, the practicality is we do it as shelves become overfull and crowded.
52712			Other	The goal is to get every department on schedule to do it every year.
43775			< 2 years	
50545	11.56%	4.69%	< 2 years	We conducted a complete weeding of the collection prior to our relocation two years ago. We have been doing selective weeding as opportunities arise (books in poor condition, DVDs damaged beyond repairs), replacing items as warranted. We plan to begin another round of weeding in the next few years.
154,000 items	?	Same as above.	Other	
37,500 physical items (does not include ebooks, databases, online journals)	As we spend the majority of our funds on online resources, a large percentage of our physical collection is older than 10 years.		< 5 years	
print 41,090 total 60,381	?	?	< 5 years	
70,867	43	19	< 2 years	
71295	37.9	19.3	Other	In the past it has been rather haphazard; my goal is to make it more structured going forward.
31113	don't know	don't know	< 2 years	
43,359	?	?	< 5 years	

What is the size of your collection?	What percentage of your collection is: less than 10 years old?	What percentage of your collection is: less than 5 years old?	How often is your collection weeded?	Please describe your weeding schedule
18,000+/- volumes	Just under 50%	Just under 25%	< 2 years	
40,000			< 5 years	Ongoing depending on collection.
Approx 40,000	63	37	Other	There's no set schedule. Certainly we're weeding parts of the collection every year but if you're looking at the whole collection, there are parts, I'm thinking pieces of the adult nonfiction collection specifically, that have gone five or ten years without being seriously looked at.
41,781 including everything with our barcode in the system, some of which are surely billed or withdrawn	68.5% including all statuses	39.9% again including all statuses	Other	

Check where your library's annual budget development falls?	Do you have a designated collection budget?	What percentage of your total operating budget is dedicated for collection development?	What is the dollar amount of this budget?
$450,000-$600,000	No		
$150,000-$300,000	Yes	14%	$23,150
$300,000-$450,000	Yes	don't have that info handy	~55,000
$750,000>	Yes	We fundraise every year for all collection development. We spend what we raise - it is not part of our operating budget.	$134,200
$450,000-$600,000	Yes	64%	350,000
$300,000-$450,000	Yes	14%	$48,428
$150,000-$300,000	Yes	18-20	About 10,000
<$50,000	Yes		$4,500.00
$450,000-$600,000	Yes	Depends--this year about 10%	$45,000
$750,000>	Yes	7%	$56,173
$150,000-$300,000	Yes	10%	$16,500
$450,000-$600,000	Yes		$65,000
$150,000-$300,000	Yes	8.30%	25,000
$50,000-$150,000	Yes	21	56708
	Yes	not sure	not sure
<$50,000	Yes	Less than 10%	$15000-$20000
$600,000-$750,000	Yes	9%	$64,500
$750,000>	Yes	10%	$77,400
$50,000-$150,000	Yes	aproximately 15%	aproximately $18,000
$150,000-$300,000	Yes	12%	28,677
$50,000-$150,000	Yes		
$600,000-$750,000	Yes	9%	$54,450
$750,000>	Yes	10%	$68,000.00
$50,000-$150,000	Yes	95%	53000
$600,000-$750,000	Yes	about 7%	$83,500
$750,000>	Yes	7%	$36,700
$50,000-$150,000	Yes	More than half	$43,000
$600,000-$750,000	Yes	approx 7%	30000
$300,000-$450,000	Yes		
$750,000>	Yes	6.50%	65,000
$300,000-$450,000	Yes	35%	$37,500
$300,000-$450,000	Yes	11	45,430

Check where your library's annual budget development falls?	Do you have a designated collection development budget?	What percentage of your total operating budget is dedicated for collection development?	What is the dollar amount of this budget?
$50,000-$150,000	Yes	20%	
$600,000-$750,000	Yes	74% of our budget is spent on online and print resources	Operating budget total = $217,100 | Online & print resources = $158,000
$750,000>	Yes	7.39	92,300
$450,000-$600,000	Yes	4	25,000
$150,000-$300,000	Yes	8.6	25,850
$600,000-$750,000	Yes	8.9	57510
$150,000-$300,000	No		
$300,000-$450,000	Yes		
$50,000-$150,000	Yes	less that 10% if you are just talking about books and magazines. If you include e-resouces both books and periodicals close to 50%	Not sure awaiting budget
$50,000-$150,000	Yes	30%	$8,000
$150,000-$300,000	Yes	12%	33,400
$450,000-$600,000	Yes	approx. 4.6%	$21,700

Does your library have a peer group of libraries against which you compare collections?

	Please list the peer libraries
Yes	Colby-Sawyer, College of the Atlantic, Daniel Webster, Eastern Nazarene, Fisher, Green Mountain, Husson, Lasell, Marlboro, Newbury – Brookline, New England College, Nichols, Pine Manor, Regis, St. Joseph, Southern Vermont,
	Curtis Memorial
	Scarborough
	Lewiston
	Auburn
	Baxter
	South Portland
Yes	Patten Free
Yes	Curtis, Lewiston, Auburn, Scarborough, Cape Elizabeth, Lithgow, Waterville
Yes	member of Maine Shared Collection
Yes	We look at Lewiston and Auburn
	Moore College of Art & Design Library
	New Hampshire Institute of Art Library
	School of the Museum of Fine Arts Library
	Lesley University College of Art & Design Library
	Pacific Northwest College of Art Library
	Laguna College of Art and Design Library
	San Francisco Art Institute Library
	Cleveland Institute of Art Library
Yes	Minneapolis College of Art and Design Library
	Kansas City Art Institute Library
Yes	We tend to look at Walker, Scarborough, Windham, South Portland, McArthur, and Falmouth most often.

36 libraries answered NO to this question

Locally, what are the most used areas of your collection?	What do you consider to be the major gaps in your collection? (graphic novels/foreign language/repair manuals etc.)
fiction and children's print books	foreign language books
new books, DVDs, CD books--broken down adult fiction,	foreign language online programs, online magazines. We rely on Bangor for those. We don't have any call for repair manuals.
adult non-fiction, DVDs	
New books & dvds	Unsure
Children, adult fiction, audiobooks, DVDs, graphic novels	No major gaps
health sciences, business, psychology, and legal	current monographs in many subjects and especially the humanities
DVDs, new arrivals, fiction,	foreign language, adult graphic novels, Blu-ray, music cds,
adult fiction; dvd's; picture books	Repair manuals and foreign language
It depends on the school. The elementary school it would be the non fiction/picture books. In the middle school it would be the graphic novels. In the high school it would be the fiction.	Elementary School: graphic novels there is very few graphic novels I need to triple the collection, the age of the non fiction is scary I really need to update it, there is also very little early chapter books published in the last ten years that I need to rectify. Middle School: Non fiction is a hodge podge of new and old. I need to heavily weed and update it. High School: lacking is the non fiction, and the graphic novels. There are many holes in the fiction but it's okay.
DVD's, picture books (juv) and adult fiction	foreign language materials; up-to-date travel; up-to-date legal and medical all teen non-fiction (physical space is limited) juvenile sports, horror and diverse representations of boys (mostly a publishing issue)
DVDs Fiction Children's	
DVDs, adult fiction, picture books	repair manuals - maybe MARVEL could get some?
Mystery Adult Fiction Picture Books Audio Books DVDs	Two areas 1. ESL Collection 2. Adult Literacy Collection
New books, mysteries, historical fiction, large print, audiobooks	graphic novels, self help, art, cookbooks
Genealogies and local history, I would guess	We're pondering this
Books and dvds	Not applicable
Adult fiction, picture books and juv. fiction, DVD's, biographies, adult nonfiction, YA	genealogy (Maine State Library collects) music (we don't collect)

Locally, what are the most used areas of your collection?	What do you consider to be the major gaps in your collection? (graphic novels/foreign language/repair manuals etc.)
DVDs	
children's picture books	
Adult fiction	
Adult Audio CD fiction	
Graphic novels	
magazines	foreign language materials
Children's	ebooks
Adult Fiction	graphic novels
DVDs	up-to-date travel
Children's Collection	
New books, mysteries, DVDs, graphic novels, juvenile fiction, and children's easy/picture books	Music. Not enough new books.
As a percentage of circulation, 1. Juvenile fiction 2. Adult DVDs 3. New books	If our patrons want it, we get it
Adult Fiction	
DVDs	
Adult non-fiction Picture books	
Easy readers/general fiction physical audiobooks on CD	History and Geography need updating
Top 3: DVDs, adult fiction, picture books.	No major gaps. Some concern in juvenile collection where publishers have stopped publishing print editions, ex: country books. Some demand for materials in French and Spanish.
Adult Fiction	Geography
Adult Fiction	Our collection is pretty well-rounded for our patrons' needs. We are making a larger effort to collect more adult graphic novels
DVDS both children and adult	our collection has been deemed inadequate in size, by library consultants, for our community's size and use.
junior picture books	
Fiction	
Children's	
Audio visual especially DVD	Challenging to stay up to date with popular music, also filling gaps in non-fiction such as medical and law as we weed
Adult Fiction	
Adult Non-Fiction	High quality non-fiction for children's and adults.
DVD, Children's, and Fiction	
Adult Fiction, Movies and Picture Books	

Locally, what are the most used areas of your collection?	What do you consider to be the major gaps in your collection? (graphic novels/foreign language/repair manuals etc.)
Our most used non-fiction (LC Call numbers) areas are G, H, Q, and S. Other high use collections include fiction and children's picture books.	We do a fairly good job of meeting the academic needs of our college community. We do not collect all areas that a true public library offers, but do a passable job of meeting the needs of our public community.
Humanities areas - theology, literature, history, etc.	Gaps in our collection are in online resources (databases, journals) rather than physical materials.
?	none
New books Children's books Fiction DVDs	
Adult fiction	large print; romance; up to date legal/medical/finance/health
Travel Guides, DVDs, Current Events, Popular Fiction	Graphic novels, television series,
popular fiction print	YA Fiction adult graphic novels; science fiction/fantasy. There is very little local interest in these but folks who want them are happy to ILL travel books
Non fiction	Our collection needs vary by such subjects as business, philosophy, biology, nursing, history, early childhood, etc.
Contemporary art and photography	As an arts school, there are certainly gaps within the arts. Outside of that we purposely have very small literature, science, and math sections.
Movies (including feature DVDs, Blu-ray, and TV series) and picture books.	Graphic novels.
Popular fiction and cookbooks are standouts in adult print. DVDs and Blu-ray circulate like crazy. In the childrens' section, everything but non-fiction circulates pretty well. Graphic novels stand out as do picture books.	Anything nonfiction with a built in expiration date like technical manuals, travel guides, certain medical texts and the like. We generally avoid these because our budget is so limited and the information online is really more up to date than we could ever be.

Are you aware of the resources available on the Maine InfoNet website?	If so, do you utilize these resources?	Would you like more information on how to access these resources?	Is there anything we forgot to ask??	Please add additional information
Yes	Yes		No	
Yes	Yes		No	
Yes	Yes		No	
Yes	Yes		No	
Yes	Yes		No	
Yes	Yes		No	
Yes			No	I just wanted to add, that this is my first year using the Minerva System and I know there
Yes	Yes		Yes	is a lot I don't know how to do. I am the only library media specialist in this school district and I run three schools by myself. Time is stretched very thin.
Yes	Yes		No	
Yes			No	
Yes	No		No	The practice of circulating the DVDS for 3 weeks is reducing the # of patrons that access DVDS each year. This decision needs to be re-examined.
Yes			No	
Yes	Yes		Yes	Thank you.
Yes	Yes		No	
Yes	No		Yes	This is made with public libraries in mind not the rest of us. It would have been better to separate academic , K-12 and special libraries out from public libraries
No		No	Yes	I did the best I could answering these questions but as a special library much of it doesn't apply to us.
Yes	Yes		No	
No	Yes	Yes	No	
Yes	Yes		No	
No			No	
Yes			No	
Yes	Yes		No	

Are you aware of the resources available on the Maine InfoNet website?	If so, do you utilize these resources?	Would you like more information on how to access these resources?	Is there anything we forgot to ask??	Please add additional information
Yes	Yes		Yes	I anticipate that we will be starting a leased, Bestseller Express collection soon. We remodeled the space where our new books are shelved, and we have set aside a high visibility spot where the additional new material can go. The goal is to provide a better browsing experience. The funds for this leased collection are new funds and do not decrease the previous collection development expenditures.
Yes	Yes		No	
Yes	Yes		No	
			Yes	We loan items requested by non-Minerva/MaineCat libraries frequently. We have been told by small libraries that some of the bigger libraries are no longer willing to do this.
Yes	Yes		No	
Yes			No	
Yes	Yes		No	
No		Yes	No	
Yes	Yes		No	
Yes	Yes		No	
Yes	Yes		No	
Yes	Yes		No	
Yes	Yes		Yes	Please note that annual budget range I selected ($600,000-$750,000) includes operating budget PLUS salaries for staff and student workers.
Yes	Yes		No	
Yes	Yes		Yes	The leadership of the library has changed in the past 7 months and with it, our allocation of funds towards collection development will be changing (for the better!)
Yes	Yes		No	
Yes	Yes		No	
Yes	Yes		No	

Are you aware of the resources available on the Maine InfoNet website?	If so, do you utilize these resources?	Would you like more information on how to access these resources?	Is there anything we forgot to ask??	Please add additional information
	Yes		Yes	As I have mentioned before this survey is too heavily weighted toward public libraries. There are at least 12 academic libraries, 2 or 3 school libraries, and at least 2 hospital libraries. Our focus on collecting is very different that a public library.
Yes	Yes		No	
				Does your library exclude popular items from its collection if they are poorly reviewed, even if they are highly requested by your patrons?
Yes	No		Yes	What elements do you look for prior to adopting new formats and materials in your collection (ie. Blu-ray, 4K, MP3 players, X-Box 1 and PS4 vs. PS3)?
Yes	Yes		No	