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Steps to Purchasing Resources for Your Library Learning Commons

1. Determine priorities for library purchases.

Review library collection and usage reports. Refer to Key Reports, Collection Development. (Library staff may need to create a multi-year plan.)

- a. Support a strand of the curriculum, and/or identify areas in which teachers really need resources
- b. Update the fiction collection for specific categories of readers, (e.g., early chapter books)
- c. Most of the titles in a specific Dewey Classification range or subject area are very old
- d. Replace missing or lost items
- e. Consider additional copies of very popular titles, or worn items

For all considerations, refer to the details outlined in the “Criteria for Selection/Evaluation” section of the Collection Development policy.

2. Identify highly recommended materials.

- a. Look at the recommendations in the Book Reviews folder on the Library Learning Commons Google Team Drive.
- b. Check what other school libraries and public libraries have purchased recently. Borrow or preview the new resources before you purchase them. Sometimes Follett, Amazon, Chapters or other bookseller web sites have sample pages to view.
- c. Search for award winners on the websites of library organizations such as the Ontario Library Association, American School Library Association; also reference and commercial databases NovelList, Follett’s Titlewave.
- d. Read professional reviewing sources such as Canadian Children’s Book News, and School Library Journal. For a more extensive list of professional review sources read the document “*Professional Reviews*” on the Schools, LLC Team Site.

3. Compile a list of resources to consider for purchase.

Include title, author, publisher, binding and ISBN (if available), and a blank space for the price.

4. Obtain Quotes and Determine Costs.

Compare prices between library vendors (e.g., Tinlids, Goodminds, Follett, Saunders) and consider the total cost including currency exchange and shipping costs. For a full list of vendors refer to [Vendor Contact Information and Discounts](#) on the Schools, LLC Team Site.

5. Place order.

If you have a P-card and approval from the principal, place the order online. If you don’t have a P-card, your school’s administrative assistant will place the order with their P-card. Discuss the procedures with the school’s Administrative Assistant.



You must retain an itemized receipt for all orders and track the library budget (e.g., in an Excel spreadsheet).

6. Receive items.

When the order arrives, cross check delivered items with itemized receipts. Check all items to ensure there are no flaws in the binding or printing. Retain packing slip until the entire order arrives. Make any necessary adjustments to the library budget tracking document (e.g., Excel spreadsheet).