

CCLIP Collections Development and Selection Working Group

Work Plan

Co-Chairs: Eva Jurczyk and Bill Maltarich

Working Group Members: Lenny Allen, Emily Fidelman, Michael Hughes, Nelia Koontz, Jill Morris, Abby Scheel, Joseph Yue

1. Charge and Scope of Work:

- a. Charge: The Collections Development/Selection working group is charged to develop Recommended Practice guidance, user stories, and implementation guidance on how collections development and item selection should take place across different institutions in a common CCLP infrastructure.
- b. Scope of Work:
 - i. Investigate and record gaps in current infrastructure and standards to allow cross institutional and network first collection development activities.
 - ii. Document data requirements and functionality needed to allow data driven and networked selection to occur in single- and multi-institutional settings.
 - iii. Act as a resource for the CCLP community regarding collection development and selection duties and represent the CCLP Collections Development persona in the prototype development.

2. Description of Deliverables:

- a. Identify personas/user stories as part of the collaborative collection development/management workflow that are to be considered in the development of the project prototype.
- b. Map workflows for collaborative collection development/management activities including for:
 - i. Item identification by subject specialists
 - ii. Item verification and ordering across institutions
 - iii. Collection management across institutions
 - iv. Collections assessment.
- c. Identify best practices, barriers in current systems, and functional requirements for any collaborative collection development system, as they relate to the workflow elements in 2(b).
- d. Document vocabulary and definitions used in all project documents to ensure a shared understanding of terminology and concepts.
- e. Recommend changes (if applicable) to any existing NISO Standards and Recommended Practices, based on the outputs of the CCLP Collections Development and Selection Working Group.
- f. Provide input to Infrastructure and Governance Working Groups, and to project PIs, as required.
- g. Prepare quarterly written summaries of progress ready to be shared with the Steering Committee and on the project website.

3. Project Timeline

Appointment of Working Group and Other Participants	March 2023
Approval of Charge and Initial Work Plan	May – July 2023
Information Gathering: Personas / User Stories	May – July 2023
Information Gathering: Workflow Maps	July – September 2023
Initial Draft: Recommended Changes to Standards	October – December 2023
Initial Draft: Best Practices and Functional Requirements	October – December 2023
Documentation: Vocabulary / Definitions	June 2023 – January 2024
Completion of Final Draft: Recommended Changes to Standards, Best Practices, Functional Requirements	January 2024

4. Information Gathering

- a. Literature review about collaborative collection development initiatives.
- b. Development of workflow maps and other usage scenarios.
- c. Conducting interviews for in-depth information from potential collaborative collection development stakeholders

5. Document Drafting

- a. The working group will begin working in October 2023 to assemble the final products of Best Practices and Functional Requirements and Recommended Changes to Standards. Documents will be edited for consistency in style and recommendations. Conflicts will be resolved by working group members with consultation from other working groups and Co-PIs. For public-

facing documents, NISO will supply a copy/technical editor to assist in document formalization and finalization.

b. The working group will use Google Docs as a collaborative document platform and will share draft versions for comment and feedback with the Infrastructure and Governance Working Groups and with the project Co-PIs. Comments will be reviewed and incorporated during Working Group meetings.