



# Collection Development Plan Procedure



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Review the curriculum/the learning blocks of the college being offered.



Check each block offering with the current collection.



Identify the total number of books per block (titles and volumes).



Identify the total number of titles and volumes with copyright date within 10 years for each block areas.



If the number of titles and volumes for each block area reached 10 titles or more, make a collection development program for only those blocks with copyright date below 10 years.



Approval of the five years collection development program by the library committee, associate dean for academic affairs, and the dean.