

Collection Development Policy

Vision Statement

Our library strives to equip teachers and students with the resources necessary to inspire excellence for each student, every day.

Mission Statement

The mission of the library is to create an environment that promotes self-directed learning, equips all patrons (teachers, staff, and students) to become independent users of resources and tools both inside the library and out, so that all students and staff can improve their understanding of the world around them and achieve excellence in their endeavors. This mission will be accomplished through one-on-one, small group, and whole class instruction and collaboration to take place at both scheduled intervals and as needed occasions.

Long Range Goals

- 1. Develop and maintain a diverse, relevant, and up to date collection of resources in a variety of formats to meet the needs of all students and staff members.*
- 2. Provide training, instruction and support to students and staff on the appropriate ways to use new technologies, tools, and resources to meet curricular/learning objectives.*
- 3. Provide students and staff with a variety of reading materials and recommendations to ensure that all students can learn to enjoy the pleasure of reading and learning.*
- 4. Collaborate with students and teachers to promote student-directed, inquiry-based learning and help students achieve state and national learning objectives.*

Responsibility for Selection

District librarians, teachers, and media specialists are responsible for the selection of new materials for the district's media centers and school libraries in accordance with Board Policy and the objectives listed in this policy. (Columbia Public Schools) Selections should be made to help schools achieve curricular, instructional, and assessment objectives. The selections should also be based on long-range plans, existing materials of collections, and the availability of other resources. (Blue Valley)

Objectives of Selection:

The school library media center shall provide print and non-print materials that will:

- Support and enrich all segments of the curriculum;
- Present in balanced perspective the culture, history, activities and contributions of the persons and groups comprising the diverse fabric of our society;
- Be accessible to its users at all reading levels and to encourage recreational reading across literary genres;
- Promote analytical and critical thinking skills;
- Reflect varied interest, abilities, learning needs, and maturity levels;
- Supplement classroom learning and activities;
- Provide students with access to current and emerging technologies. (Wellesley)

Criteria for Selection

Staff Members

Selection should be a cooperative venture led by the certified library media specialist. The media specialist should take into account teacher needs, student requests, the current collection, and changes in curriculum when selecting materials.

When selecting materials, the library media specialist should strive to:

1. Provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities and maturity levels of the pupils served.
2. Provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values and ethical standards.
3. Provide background information that will enable students to make intelligent judgments in their daily lives.
4. Provide materials on opposing sides of controversial issues so that young citizens may develop, under guidance, the practice of critical reading and thinking.
5. Provide materials representative of the contributions to our American heritage from the many religious, ethnic and cultural groups.
6. Place principle above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to assure a comprehensive collection appropriate for the users of the library. (Columbia Public Schools)

Tools for Selection

The library media specialist shall consult, *but not be restricted to*, the following recommended list of reputable, unbiased, professionally prepared print and non-print selection aids when choosing materials for the school library.

1. Bibliographies (latest edition available, including supplements):
 - Children's Catalog
 - Guide to Reference Books for School Media Centers
 - Elementary/Junior High/Senior High School Library Catalog
 - Magazines for Young People
 - Other special bibliographies, many of which have been prepared by educational organizations for particular subject matters.
2. Current Reviewing Media:
 - The Book Report
 - Booklist and Subscription Books Bulletin
 - Horn Book
 - Library Journal
 - Media and Methods
 - School Library Journal
 - Science Books & Films
 - VOYA
 - Wilson Library Bulletin
 - Other professional magazines and current periodicals (Wellesley)

Kinds of materials selected

1. Textbooks: Books used as a standard work for the formal study of a particular subject.
2. Curriculum resources: Any resource used to supplement the formal curriculum. Examples of resources include but are not limited to: print material, films, video, audiotapes, compact discs, digital video discs, online resources, graphic displays, computer software, speakers.
3. Learning resources: Resources used to support the educational goals of each subject area.
4. Recreational material: Resources used by students for the purpose of reading, listening, or viewing for personal enjoyment. (Southgate Community Schools)

Procedures

Gift Policy

Gift books and materials must meet the same selection criteria as materials purchased with Board of Education funds. Once accepted, these materials become the property of the District. (Norman Public Schools)

Textbooks

The superintendent of schools shall appoint a local textbook committee consisting of not less than three (3) nor more than nine (9) teachers employed in the public schools of the district, of which a majority thereof shall be classroom teachers, and one (1) lay member, and the superintendent of schools or a principal designated by him shall serve as chairman of such local textbook committee. Those texts *chosen by the textbook committee to be used uniformly throughout the District will be approved* by a vote of the teachers of those subjects. The majority *should be* selected from the list approved by the State Board of Education. (Norman Public Schools)

Weeding

Material selection is an ongoing process which includes the removal of materials that no longer meet the selection criteria and the replacement of lost and worn materials still of educational value. Thus, books and other materials will be retained or withdrawn with the same care with which they are added. Materials no longer factually accurate or useful, works in little demand, and books in poor condition that do not warrant reordering will make space for new titles.

The process of de-selection (weeding) is an integral part of assessing the collection and therefore should be conducted only by a certified library media specialist. It helps keep collections relevant, accurate, and useful; and it facilitates more effective use of space in the library media center.

Library media materials may be de-selected if they:

- Are in poor physical condition;
- Have not been circulated in the last five years;

- Are outdated in content, use, or accuracy (Copyright date should be considered, but some older material may be considered classic or may be of great historical value to the collection.)
- Are mediocre or poor in quality;
- Are inappropriate in reading level;
- Duplicate information that is no longer in heavy demand;
- Are superseded by new or revised information;
- Are outdated and unattractive format, design, graphics, and illustrations;
- Contain information that is inaccessible due to lack of table of contents, adequate indexing, and searching capabilities
- Were not selected in accordance with approved selection criteria

Although the final decision to withdraw materials from the library media collection is one which is made by the library media specialist, the school faculty, the building principal and the Director of Curriculum may be invited to review the items marked for withdrawal. Withdrawn materials will be transferred to another *classroom* or school if needed, donated where appropriate or discarded when necessary. (Wellesley)

Electronic Information

Electronic information and resources shall be subject to the same selection and weeding objectives as all other library/school resources.

Special Areas

Fines

Students are encouraged to find and return materials as soon as possible so that they may continue to check out books, and so that materials can be available for other students. However, there will be no fines for overdue books.

Lost/Damaged Materials

The Library Media Specialist will make every effort to repair/continue using damaged materials, but in the event that materials are irreparably damaged or lost, students will be required to pay the replacement cost. Students with outstanding accounts at the end of the year will not be allowed to participate in Field Day. Once books have been paid for, the library will be unable to refund if the book is found, according to the Accounting Procedures for Kentucky School Activity Funds.

Special Collections

Special Collections that are requested/needed by specific departments shall be purchased using a combination of department funds and library funds as determined by the department head, school media specialist, and principal. Resources shall be catalogued by the library media specialist and may be stored in the media center or in another location as best suits the needs of the media center, the department, the students, and the staff involved.

Controversial Materials

Intellectual Freedom

The Media Center subscribes in principle to the statements of policy on library philosophy as expressed in the Library Bill of Rights of the American Library Association, a copy of which is included below. The principles of intellectual freedom expressed in the Library Bill of Rights are inherent in the First Amendment of the Constitution of the United States. In the event library materials are questioned, the principles of intellectual freedom shall be defended. (North Spencer)

Confidentiality

Individually identifiable library records will be confidential as required by law. Individually identifiable library records of a student will be considered an education record under federal law and will be released in accordance with Board policy. Individually identifiable library records of persons other than students will not be released to any person other than the person identified in the record or district employees who need to know the information to perform their duties for the district. However, these records may be released upon written request by the person identified in the record or in response to a court order upon a finding that the disclosure is necessary to protect the public safety or to prosecute a crime.

As used in this policy, a "library record" is any document, record or other method of storing information retained, received or generated by a library that identifies a person or persons as having requested, used or borrowed library material and all other records identifying the names of library users. The term "library record" does not include non-identifying material that may be retained for the purpose of studying or evaluating the circulation of library material in general. (Columbia Public Schools)

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948. Amended February 2, 1961, and January 23, 1980, by the ALA Council

Reconsideration Process

The materials selected for circulation in the library media center are carefully reviewed and selected by trained and qualified personnel following the guidelines laid out in the Collection Development Policy with the educational best interest of students in mind. However, the district understands the variety of viewpoints of patrons, and respects the rights of parents to choose what is appropriate for their student(s) to access. Therefore, parents may restrict their child's access to any materials deemed inappropriate. However, the district also affirms that no parent has the right to make that decision on behalf of other children (Hopkinton). Therefore, this policy for the reconsideration of library materials has been developed to guide the school/district should any materials be challenged on a school or district level. Internet resources are not subject to reconsideration under these guidelines. The internet is largely unregulated, and not all of the information it carries is suitable for schoolchildren. Although the district subscribes to a filtering service that blocks much inappropriate material, the Technology Use Policy and the Guidelines for Acceptable Use of the Internet represent an understanding on the part of the student and his/her parent(s) or guardian(s) that the district does not control the contents of the internet (Hopkinton). *Any questions about the process should be directed to the library media specialist and/or the school principal.*

Steps for Reconsideration of Materials:

1. The complainant should be encouraged to first discuss the material with the teacher or media specialist. If possible, the library media specialist should discuss the selection process and the educational purpose of the challenged material. Should the matter be unresolved at this point, the complainant will be asked to fill out a *Request for Reconsideration of Library Materials Form* and return it to the school library media specialist. (Rockingham) *If not already done, the media specialist should inform the school principal of the possible challenge.*
2. *Once a completed Request for Reconsideration form has been received by the media specialist, the following steps should be taken:*
 - a. *The school principal will convene a Collection Evaluation Committee to consist of:*
 - i. School library media specialist
 - ii. Member of school administration
 - iii. Faculty member
 - iv. PTA Representative
 - v. Member of the community (Granite)

The committee will need to schedule a first meeting within 10 days of the receipt of the Request for Reconsideration. (Rockingham)

- b. *The library media specialist will forward copies of the Request for Reconsideration form to the Superintendent's office and the Board of Education president, along with the names of the committee members.*
 - c. *The library media specialist will send the complainant a letter acknowledging the receipt of the Request for Reconsideration form and informing him/her of the date of the first committee meeting. (Cobb County)*
- 3. *At the initial committee meeting, members will be given copies of the Request for Reconsideration. The complainant (if in attendance) will be given time to speak to the form and his or her concerns, if desired. Committee members will be asked to read/view the challenged material in its entirety and a consideration hearing will be scheduled (no more than 30 days after initial meeting). (Rockingham). Committee members should fill out an Evaluation form as they are reading/viewing material. (Granite)*
- 4. *At the consideration hearing, the Request for Reconsideration of Library Materials will be read to all members present. The material will be discussed and considered with both specific objections and content in mind. The best interests of the students and the requirements of the curriculum will be stressed. Committee members will examine and evaluate the challenged resource as a whole, not specific passages or selections. (Rockingham)*
- 5. *The committee will come to a decision by voting (majority rules) and will craft a written Response to Request for Reconsideration that will include the committee members, the title of the work, a summary of the initial complaint, the committee's response, and the recommended action. The Committee may choose:*
 - a. *to retain the item*
 - b. *to retain the item with restrictions*
 - c. *to remove the item (Hopkinton)*
- 6. *Copies of the Response to Request for Reconsideration will be sent to the Superintendent's office, the school principal, and the original complainant. The complainant may make an appointment to discuss the response with the principal, if desired. (Hopkinton)*
- 7. *If the complainant is not satisfied with the process or the ruling, he or she has the right to appeal the decision to the superintendent of schools and the district school board. (Rockingham)*

Sources:

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