

Kays Creek Library

Collection Development Policies

In our library we inquire, collaborate, critically think and create information through the use of technology and ethical research practices. We use digital and print books from a diverse, engaging and relevant collection to develop lifelong readers and learners.

Acquisition	<p>The aim of the Kay's Creek Library is to have a current, engaging, relevant and diverse collection.</p> <ul style="list-style-type: none"> ● First consideration is given to procuring titles that have proved popular with our student body and will encourage reading for pleasure ● Second consideration is given to providing texts which will compliment each grades curriculum and core standards, along with striving to keep up to date informational materials as budget allows. ● Every effort is made to complete series collections ● There is also an effort to provide information on a wide variety of topics, which might be relevant to the ages and maturity levels of our students. ● A balance of views are also considered in the selection process. ● Literary merit and quality of illustrations are considered when making material selections. ● We are also currently building our digital library through Overdrive, consideration is given to books that have a digital or audible format.
Selection Tools For New Materials	<p>When considering books for purchase, the following tools are used in helping to evaluate the appropriateness, relevance, informational value and diversity.</p> <ul style="list-style-type: none"> ● School Library Journal Reviews ● Kirkus Reviews ● Blog reviews ● Goodreads reviews ● Commonsensemedia.com
Requests	<ul style="list-style-type: none"> ● Students and faculty may request books to be purchased for the library. Using the following form. REQUEST ● The form is also on the library website ● All requests will be evaluated for age appropriateness, relevant content and if the material supports the curriculum.
Donations	<ul style="list-style-type: none"> ● Donated materials may be considered as long as they meet collection development standards Donated material that does not fit standards will be used for student rewards, passed on

	<p>to classrooms for use or donated to DI.</p> <ul style="list-style-type: none"> ● Materials should be new or barely used (in good to excellent condition with no writing or other defacing marks), complete, clean, durable, and attractive. ● Reference materials, including atlases, encyclopedias, subject specific multi-volume sets, and other non-fiction resources should be no more than five years old; science, medical, computer, and other like resources in areas in which information quickly becomes outdated should be no more than three years old. Multi volume sets should be complete. ● Fiction books should be no more than five years old with the exception of books from well-known children's authors and classics. ● All materials should have a reading level and an interest level appropriate for our students ● Non-fiction books should not reflect outdated stereotypes of racial or cultural groups in either the text or the illustrations and should avoid oversimplification of complex issues and other distortions that would give readers erroneous or misleading information.
Weeding and Inventory	<ul style="list-style-type: none"> ● The library collection will be inventoried at the end of each year. ● Periodic evaluation of the of materials will be conducted in order to maintain an up to date, relevant, diverse collection. Books that are not circulating, are outdated, in poor condition or have inaccurate information, encourage stereotypes or biases will be removed from the collection. Per the Davis District Policy ● Materials which have been selected for weeding should be treated as follows: <ol style="list-style-type: none"> 1. Remove the barcode, spine label 2. Stamp "No longer property of Davis School District" or "Withdrawn" inside the front and back of the book or on the front of AV materials. 3. Books may be sold at a used book sale, given to a recycling vendor or other organization, or disposed of through the school trash pick-up system. 4. Videos, filmstrips, or other materials may be given to another organization or disposed of through the school trash pick-up system. 5. Discarded equipment will be shipped to the District warehouse
Parental	<ul style="list-style-type: none"> ● Parents are encouraged to take an active interest in their

Restrictions	<p>child's reading materials.</p> <ul style="list-style-type: none"> ● Our library serves a broad age range. ● Parents and students should realize that not every book in the library will be appropriate for each child in the school. If a title does not work for a particular student, they are encouraged to return it and find something that will fit better. ● As stated in the District Library Policy, "A parent desiring to restrict their child's access to specific library books or materials shall submit the request in writing to the library professional at the school the child is attending."
Challenged Material	<p>Occasionally the content of library material may be questioned.</p> <ul style="list-style-type: none"> ● All concerns should be brought directly to the librarian's attention in a timely manner. ● Often parent concerns can be addressed by talking through our library policies and working with the librarian to restrict their own child's access to specific library materials if needed. ● If further action is desired, we will follow the district policy in place for formal reconsideration of library materials. .Davis School District Library Policy and Procedures
Library Advisory Committee	<ul style="list-style-type: none"> ● Each year a Library Advisory Committee will be formed. The committee provides input, promotes library programs and may assist in challenges to materials at the school level. This committee should be in place early in the school year and shall meet at least one time during the school year. ● The committee consists of an odd number of voting members, not less than five, and may include an administrator, grade level teacher, parent representative, and student representative where appropriate. The school library media teacher or library media specialist shall be a voting member of and chair the committee.