

Billings School District 2

INSTRUCTION

Library Media Collection Development

Introduction and Purpose

The Board of Trustees, Billings Public Schools, recognizes that in order to educate each student to the fullest, a wide variety of materials and technology must be provided to meet curriculum needs and the greatest possible diversity of student interest.

The purpose of this policy is to guide library media specialists in coordinating the selection of materials which ensure a quality collection. The intent is to inform school personnel and the community of the policy and mission upon which these selections are made and to designate persons responsible for selection.

A. Mission Statement

Public education is committed to facilitating the educational growth and equal educational opportunity of all students. The freedom to learn, therefore, and the corresponding freedom to teach are basic to a democratic society. The instructional media center provides access to information and resources in a variety of formats and facilitates the development of skills necessary to become lifelong learners in an information society. In order to fulfill this responsibility, libraries in this District are committed to evaluating, selecting, organizing and managing resources to ensure that students and teachers will have access to a wide variety of information and ideas. Resource materials must present the problems and issues of our times in a format suitable to the students' interest and maturity levels, as well as disseminating information representing all points of view.

B. Purpose of the Policy

The main purpose of the Collection Management Policy is to ensure a quality collection as set forth in procedures established by the district in guiding library media specialists and other appropriate persons in the selection of materials. Moreover, the policy will inform school personnel and the community about the principles upon which these selections are made.

Library media services reflect the goals and objectives of the schools they serve. School collections will vary according to grade. Selections will support the District's responsibility to provide instructional materials that augment the curriculum used in intellectual pursuits by teachers and students. Therefore, each library will define its needs by evaluating the curricula taught at each level, and by considering the needs of the students and faculty.

User Group Defined

Instructional media centers serve to facilitate the needs of all persons within this educational community. Each library program is carefully constructed to serve the needs of its immediate school community.

Because individual values and standards vary so widely, and the levels of development and understanding differ greatly among library users, it is solely the right and responsibility of parents or guardians to determine what is suitable material for their children and to enforce those decisions.

A. Patron Needs and Services/Programs Defined

The instructional media centers are designed to provide materials to support all areas of the school curriculum and student interests. These programs strive to acquire media in line with the demands of the curriculum and the needs of teachers and students, and to organize these materials for effective use. Library media specialists provide students with a choice of materials for educational learning and individual purposes. In addition, library media specialists work cooperatively and constructively with instructional and administrative staff within the school.

Library media services designed to meet these needs include:

- Collaborating with educators to design learning strategies for students
- Providing learning experiences which encourage students to become discriminating consumers of information
- Promoting activities and lessons which enable students to practice higher level thinking skills
- Teaching library skills
- Arranging literature enhancement activities
- Providing interlibrary loan services
- Supporting homebound service
- Supporting various other activities, such as reading contests, book fairs, and author visits.

B. Brief General Statement Describing the Collection

Libraries in the district purchase and process materials to fit the needs of the school community. Library collections vary in size and growth according to the number of students attending school in each building.

C. Cooperative Collection Development and Interlibrary Loan

Interlibrary loan services shall be provided to all students and staff members in the Billings Public Schools and other libraries accessible through library networks.

D. Policy Implementation, Evaluation and Revision

This Collection Development Policy will be reviewed so that it serves as a viable tool to continuously re-evaluate the collections in each library media center.

Cross References: 2308-P1 Library Collection Development Procedures

Legal References: § 20-4-402(5), MCA Duties of district superintendent or county high school principal
 § 20-7-203, MCA Trustees' policies for school library
 § 20-7-204, MCA School library book selection

Policy History:

First Reading: January 19, 2004 – Board of Trustees
Second Reading: March 8, 2004 – Education Committee
Third Reading: April 19, 2004 – Board of Trustees
Adopted on: April 19, 2004
First Reading: February 25, 2019 – Board of Trustees
Second Reading: March 5, 2019 – Board Operations
Third Reading: March 18, 2019 – Board of Trustees
Effective on: March 18, 2019