

## **Collection Development Policy**

The Herbst Library is a place for students and faculty to find dynamic information, information that supports the current curriculum, and also stimulates lifelong learning. Emphasis is placed upon books with a variety of worldviews, diverse authors, and own-voices narratives.

The selection of all library materials is the responsibility of the library staff. Selection is based on current curricular needs of the Urban School along with professional tools. Suggestions made by faculty and staff members of materials related to the curriculum are also used, as are recommendations by current students. Consideration of materials for acquisition stresses diversity, authorship authority, content accuracy, literary merit, and curriculum relevance.

The library provides access to subscription databases. When considering these electronic resources, the library uses criteria resembling those for print materials. Trial subscriptions represent an important element in their selection. The library supports the Computer Acceptable Use Policy adopted by The Urban School of San Francisco.

To provide maximum accessibility to library materials and to encourage effective use of information, the Herbst Library develops and maintains the school library website.

### **Gifts**

All gifts are judged with the same criteria as purchased materials, and accepted or rejected accordingly. Gift books must be in new condition with no highlighting or annotations. Unless arrangements are made with the library staff, gift books that are not added to the collection will be donated elsewhere.

### **Weeding and Withdrawals from Collection**

The Herbst Library re-evaluates its collection periodically to maintain a collection that is current, appropriate and useful. Traditional guidelines of appearance, duplication, accuracy or currency of content, and circulation statistics are noted; however, content related to the curriculum and primary source material may cause an item to be retained despite violating the traditional guidelines. The final decision concerning the removal or replacement of resources rests with the library staff.

### **Requests for reconsideration of Library Material Policy**

Criticism of library material must be made in writing and include author, title, publisher, and page number of each item to which objection is being made. The statement must be signed in order for a proper reply to be made. School personnel will be appointed to re-evaluate the materials challenged and make appropriate recommendations. During the process, the item in question will remain in circulation.

Sections of this policy statement are based on the BAISL (Bay Area Independent School Librarians) guidelines/statements for selection policy.

### **More information**

For more information, please contact library staff at [library@urbanschool.org](mailto:library@urbanschool.org)

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