

**LIBRARY COLLECTION DEVELOPMENT POLICY
THE CONVENT OF THE SACRED HEART**

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PURPOSE

This document is intended for the guidance of librarians in developing and maintaining the collections of the libraries of the Convent of the Sacred Heart and to inform all school constituencies of the library program's mission, audience, the scope of our collections, and the criteria that determine their contents, formats, and retention.

MISSION

The mission of the Library Program, guided by the Goals and Criteria for Sacred Heart Schools in the United States and Canada, is to:

- ❖ Offer a collection by which students can explore interior and exterior worlds and find meaning in the unique and shared aspects of our identities and cultures
- ❖ Teach students to critically assess and navigate a wide variety of information resources
- ❖ Collaborate with faculty in the development of subject-area and cross-disciplinary curricula
- ❖ Provide a space that is at once a communal gathering space, classroom, and research hub that embodies the school's goals.

OBJECTIVES AND SCOPE

- ❖ Support the curriculum needs of all students in the Pre-Kindergarten through 12th grade (Pre-K through 12)
- ❖ Integrate the effective use of library and information resources in curriculum
- ❖ Provide an environment conducive to learning, study and research
- ❖ Foster a life-long appreciation of literature and reading for pleasure
- ❖ Help students navigate the growing world of electronic information
- ❖ Support the faculty's development of curricula and teaching strategies.

ACCESS AND LOAN POLICY

The library collection at 91st Street is for the use of current Pre-K through 12 students, staff, and faculty.

DEFINING THE COLLECTION

Collection Scope

We collect materials for Pre-K through 12, and the adult community. The collection is divided by division and focuses on current and evolving curricular needs, as well as independent reading.

Diversity Statement

Diversity is an essential component of any civil society. In accordance with [Sacred Heart's commitment](#) to equity and diversity, "our community values differences that include, but are not limited to, ability, age, belief, ethnicity, family structure, gender, learning style, race, religion, sexual orientation, and socioeconomic status." The library collects resources that reflect and emphasize these values. This statement is intended to emphasize the necessity to serve and advocate for diverse constituencies.

CATEGORIES OF COLLECTIONS

- ❖ *Curriculum and Research Support Materials for Students* - The primary purpose of the library program is to support the curriculum needs of students in Grades Pre-K-12.
- ❖ *General Reference Materials* - The reference collections of the library serve students and adults in their search for curriculum-related and general information.
- ❖ *Leisure and Enrichment Reading for Students* - An equally important purpose of the library program is to foster a love of literature and reading for pleasure.
- ❖ *Online Subscription Collections* - The Sacred Heart subscription databases provide a vast amount of research material for students and faculty.
- ❖ *Assistive Technology* - selected materials to supplement differentiated instruction.
- ❖ *Selected Professional Development Materials* - Librarians serve as research consultants to other faculty and instruct them in the use of the library materials and provide selected professional resources.
- ❖ *Special Collections* - The Sacred Heart Collection may include yearbooks and selected copies of student publications.

Categories Not in Our Scope

- ❖ Archival materials
- ❖ Comprehensive collections of professional materials
- ❖ Textbooks

Collection Formats

- ❖ Books (digital and print)
- ❖ Periodicals (digital and print)
- ❖ Reference (digital and print)

- ❖ Online Databases
- ❖ Audiobooks (streaming and in-hand)
- ❖ Streaming video
- ❖ DVDs

SELECTING COLLECTION MATERIALS

Responsibility for Selection of Library Materials

As professionals, divisional librarians are charged with the selection, organization, delivery, and maintenance of the libraries' collections.

Librarians keep abreast of current curriculum, the needs of students for research materials, leisure, and enrichment reading, and the needs of faculty for materials that support curriculum. In order to fully accomplish these goals, librarians need to have knowledge of all curricula and participate in curriculum development across grades, divisions, and subjects.

Librarians seek to include materials that help students grapple with complex issues of social justice in a respectful atmosphere in accordance with Sacred Heart Goals Three and Five.

General Criteria for Selection

Collections strive to be relevant, up-to-date in content and point of view, accurate, authoritative, appealing to diverse audiences, representative of diverse viewpoints, designed for clarity of use, age-appropriate, and likely to be used by the intended audience. Factors considered include:

- ❖ Relevance to curriculum
- ❖ Currency
- ❖ Accuracy
- ❖ Fairness of representation
- ❖ Literary merit
- ❖ Diversity of viewpoints
- ❖ Intended audience and use
- ❖ Recommendation by professional source(s)
- ❖ Physical condition of material
- ❖ Space
- ❖ Cost

Special Collections

Birthday Books

The Birthday Book Program for Grades PreK-4 offers an opportunity for parents and other adults to donate titles, pre-selected by the Lower School librarian, to be placed in the Lower/Middle School Library in honor of their daughter's birthday. These books bear a special Birthday Book bookplate. The honoree's name, grade, and birthday month and year are entered in the library catalog. Birthday books are inter-shelved with the main collection and may be withdrawn under the same weeding criteria as other materials.

Jen Titles

This collection of leisure reading materials for Upper School students is purchased with the interest from an endowment given by an alumna in honor of her daughter. The gift is unrestricted, so the interest available carries over from year to year. Titles are selected under the same criteria used to select other leisure reading books. Each book bears a special "Jen" bookplate. Jen titles are inter-shelved with the main collection and may be withdrawn under the same weeding criteria as other materials.

Review Sources

Librarians use their professional judgment in selecting materials. Titles may be collected based on review journals, bibliographies prepared by established library publishers, and from reliable monographs, collections, and reference works.

Librarians may also purchase library materials upon faculty or student request. Librarians reserve the right to decline to purchase or accept materials suggested by students or faculty if they do not meet our selection criteria or if, in the judgment of the librarians, space or monetary constraints prohibit their inclusion in the collections.

Gifts

Gifts of print and non-print materials, supplies, equipment, and other items may be accepted at the discretion of the divisional librarians, subject to the approval of the Library Department Head.

Monetary gifts are welcomed, and must be donated through the Office of Advancement. The Development Office will send acknowledgements and tax receipts for gifts over \$250 in accordance with school policy. Collections, equipment and other items for which a gift is designated will be selected by the appropriate librarian, subject to the approval of the Library Department Head. Technological equipment will be purchased in consultation with the Technology Director.

Due to space constraints and the need to locate materials, furnishings and equipment in the areas of the libraries that the librarians deem appropriate, it is not possible to set aside special sections of the libraries' facilities for individual donations or collections of gift books, furnishings,

equipment or other objects. Bookplates or other identifying materials recognizing the donor may be applied, subject to the approval of the divisional librarians. Any concerns about designating gifts in this way should be referred to the Library Department Head.

Donors who ask will be apprised that gifts are retained for as long as they are relevant to our collection development policy and the purposes of the library program. The Library reserves the right to dispose of gift materials in accordance with its withdrawal policies.

Withdrawing Library Materials

Materials which no longer meet the stated mission of the library program and our collection development criteria will be systematically withdrawn on a continual basis according to professional practices. The discarding and replacement of withdrawn library materials will be at the discretion of the divisional librarians, subject to the approval of the Library Department Head. Withdrawn materials will either be donated or discarded.

Challenges to Library Materials

The Goals and Criteria, our “Mission Statement” and this collection development policy are the foundational documents for the selection and retention of library materials at Convent of the Sacred Heart. Librarians are also guided by the American Library Association’s (ALA) “Library Bill of Rights” (Appendix B) insofar as it conforms to the aforementioned criteria.

Any inquiries concerning library materials should be directed to the appropriate Divisional Librarian. The librarian will contact the inquirer to determine the problem and discuss the circumstances. If the inquirer is satisfied, the matter is dropped. If not, a more formal procedure is followed. No materials will be withdrawn from library collections while the reconsideration process is underway. Every attempt will be made to complete the reconsideration process within three months. The reconsideration process is as follows:

1. The inquirer is asked to fill out a form, “Request for Reconsideration of Library Materials,” which is available in the Sacred Heart libraries. (Appendix A)
2. The form is returned to the appropriate Divisional Librarian. The Divisional Librarian gives a copy to the Library Department Head.
3. The Library Department Head discusses the matter with the Head of the Division, the Divisional Librarian, and the Head of School.
4. The Head of School appoints a committee consisting of relevant school personnel to evaluate the questioned material. The committee should include the Head of the Division involved, the Library Department Head, the Divisional Librarian, the Divisional Academic Dean, the

appropriate Department Head, and any additional personnel whose expertise the Head of School deems appropriate.

5. The committee will read, view or listen to the material and reevaluate it in accordance with the library's written collection development policy.
6. A written report on the committee's recommendations is prepared.
7. The written report is given to the Head of School for a final decision. At the discretion of the Head of School, the committee's decision, including a copy of their report, is sent to the inquirer.

APPENDIX A:
Request For Reconsideration of Library Materials

Title: _____

Author: _____ Publisher: _____ Date of pub.: _____

Requested by: _____

School Affiliation (ex: parent of...): _____

Address: _____

Phone: _____ Email: _____

1. What is your objection to this material? Include pages and specific passages.

2. Did you read, watch or listen to the entire material? _____ If not, which parts did you read, view or hear?

3. Is the material used as part of the curriculum, and at which grade level?

4. In your opinion, is there anything of value in this material? (Please consider extra-curricular value toward cultivating self-esteem, providing health information, and other student services)

5. Do you feel this material would be appropriate for another age level?

6. Additional comments (Use other side if necessary)

Signature _____ Date _____

APPENDIX B:
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.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

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Inclusion of "age" reaffirmed January 23, 1996.