

Robertson County Schools

School Library Collection Procedures

Library Mission

The Robertson County School Libraries will provide the tools necessary for students to succeed in life.

Support for Intellectual Freedom

The school libraries of this district are guided by the principles set forth in the Library Bill of Rights and its interpretative statements, including "Access to Resources and Services in the School Library Program" and The Students' Right to Read statement of the National Council of Teachers of English.

Objectives

- To provide faculty and students with materials that enrich and support the curriculum and meet the needs of the students and faculty served
- To provide students with a wide range of educational materials on all levels of difficulty and in a variety of formats, with diversity of appeal, allowing for the presentation of many different points of view
- To select materials that present various sides of controversial issues, giving students an opportunity to develop analytical skills resulting in informed decisions
- To provide materials which realistically represent our pluralistic society and reflect the contributions made by these groups and individuals to our American heritage
- To place principles above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to assure a comprehensive media collection appropriate for the users
- To select materials in all formats, including up-to-date, high quality, varied literature to develop and strengthen a love of reading

Responsibility for Selection

The elected Board of Education shall delegate to the superintendent of schools or district administrator the authority and responsibility for selection of library materials in all formats. Responsibility for actual selection rests with professionally trained library personnel using the board's adopted selection criteria and procedures.

School Library Selection Criteria

Criteria for selection of materials in these libraries are dependent on the goals and objectives of the educational institution of which the library is a part. These general criteria will fit most, if not all, of Robertson County School Libraries.

Materials selected for our school libraries will meet the following criteria:

- Support and enrich the curriculum and/or students' personal interests and learning
- Meet high standards in literary, artistic, and aesthetic quality; technical aspects; and physical format
- Be appropriate for the subject area and for the age, emotional development, ability level, learning styles, cultural background, and social, emotional, and intellectual development of the students for whom the materials are selected
- Incorporate accurate and authentic factual content from authoritative sources
- Earn favorable reviews in standard reviewing sources and/or favorable recommendations based on judgement and determination of professional personnel
- Exhibit a high degree of potential user appeal and interest
- Represent differing viewpoints on controversial issues
- Provide a global perspective and promote diversity by including materials by authors and illustrators of all cultures
- Include a variety of resources in physical and virtual formats including print and non-print such as electronic and multimedia (including subscription databases and other online products, e-books, educational games, and other forms of emerging technologies)
- Demonstrate physical format, appearance, and durability suitable to their intended use
- Balance cost with need

Standard Reviewing sources include, but are not limited to, the Association for Library Service to Children (ALSC) Notable Children's Books, Booklist, School Library Journal, Kirkus, We Need Diverse Books website, Young Adult Library Services Association (YALSA) Best Books for Young Adults.

School Library Acquisitions Procedures

- In selecting learning resources, professional personnel will evaluate available resources and curriculum needs and will consult reputable, professionally prepared aids to selection, and other appropriate sources. The actual resource will be examined whenever possible.
- Recommendations for purchase involve administrators, teachers, students, district personnel, and community members, as appropriate.
- Gift materials shall be judged by the selection criteria and shall be accepted or rejected by those criteria.
- Selection is an ongoing process that should include removing materials that are no longer used or needed, adding materials, and replacing lost and worn materials that still have educational value.

School Library Special Collections

Special collections in school libraries should reflect the unique character and mission of the schools in which these libraries serve. Should an individual school have the need for a special collection, a collection policy will be established to cover the materials in the special collection.

Selecting Materials on Controversial Topics in School Libraries

The school board subscribes to the principles expressed in the American Library Association's Library Bill of Rights. It is the responsibility of the school district to provide a wide range of materials on different levels of difficulty and representing different points of view. School library professional staff will provide materials on opposing viewpoints on controversial issues to enable students to develop necessary critical thinking skills to be discriminate users of information and productive members of society.

School Library Gifts and Donations

Gifts and donations to the school library are accepted with the understanding that the decision for use and disposition of the materials and/or funds will be determined using the same selection criteria as purchased materials. All materials should support the curriculum and needs of library users. Gifts and donations, like purchased resources, will be removed from the collection at the end of their useful life.

School Library Collection Maintenance and Weeding

Annually, the school librarian will conduct an inventory of the school library collection and equipment. The inventory can be used to determine losses and remove damaged or worn materials which can then be considered for replacement. The inventory can also be used to deselect and remove materials that are no longer relevant to the curriculum or of interest to students. Additionally, school librarians should develop a collection maintenance plan that includes systematic inspection of materials that would result in weeding outdated, damaged, or irrelevant materials from the collection.

Policy Revision

The Policy will be formally reviewed once a year by the librarians and supervisor, and any changes made will be brought to the attention of the Director of Schools and the School Board, as needed.

Reconsideration

Any reconsideration of materials requests will be submitted via the principal of the school where the material being challenged resides. All forms for the reconsideration of materials can be found here: [Reconsideration of Materials Forms - Robertson County Schools \(rcstn.net\)](https://rcstn.net)