
Library Media Center Collection Development Policy
Revised September 24, 2021

Mill Springs Academy's policy regarding materials offered in the Library Media Center for staff and student access is as follows:

The Mill Springs Academy Library Media Center adheres to the American Library Association's [Freedom to Read Statement](#) and [Code of Ethics](#). The Mill Springs Academy Library Media Center believes in the principles of intellectual freedom and resists all efforts to censor resources. Because our School supports a broad base population, books are organized based on age appropriateness and interest level. Teachers and Media Center staff have the right to limit checkout of inappropriate materials based upon the student's grade level, age, and reading ability. Questions from parents or staff members regarding books and materials that have been added to the Media Center are directed to the Media Specialist. If the Media Specialist is not able to resolve the issue that the parent or staff member has with the book or material, the issue will be referred to the Head of School and Principal for resolution. The final decision as to the removal of a book or material from the Media Center will reside with the Head of School. *Updated August 2019.*

Mission, 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. See Appendix (in this policy) for the Library Bill of Rights, "Access to Resources and Services in the School Library Program," and The Students' Right to Read statement.

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 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.

Selection Criteria:

General 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, 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 preview and examination of materials by 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

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.

Selection of Materials on Controversial Topics

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.

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.

Collection Maintenance and Weedings

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.

Procedures for Dealing with Challenged Materials

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I. Statement of Policy

Mill Springs Academy has delegated the selection and evaluation of learning resource materials to the school librarian professional, teachers, and administration. Any United States citizen, member of the community, parent, or teacher may challenge any material found in the school or library for its appropriateness.

- a. The head of school, principal, school librarian professional, or any teacher may receive a complaint.
- b. The staff member who received the complaint shall make every endeavor to explain to the questioner the policies and procedures for selection of learning materials.
- c. If the questioner wishes to make a formal complaint, a Request for Reconsideration of Library/Educational Resources form shall be given to the questioner.

II. Request for Formal Reconsideration

- a. The administration office shall keep on file Request for Reconsideration of Library/Educational Resources form.
- b. The questioner has two weeks to register a formal complaint in writing. After two weeks the matter will be considered resolved.
- c. A committee will convene to consider the complaint. The committee shall consist of the Head of School, all school principals, the school library professional, a parent, and a student.
- d. The reconsideration meeting shall take place within ten days of receiving the written complaint.
- e. The questioned material will remain in circulation while the complaint is being considered.

- f. Once a decision has been made about the questioned material, a letter will be written to the questioner concerning the disposition of the matter.
- g. The decision of the committee will be final.
- h. Specific learning resources may only be challenged once each year.

Request for Reconsideration of Library/Educational Resources

Mill Springs Academy has delegated the responsibility for selection and evaluation of library/educational resources to the school librarian professional, teachers, and administration. Mill Springs Academy has established reconsideration procedures to address concerns about those resources. Completion of this form is the first step in those procedures. If you wish to make a formal request to reconsider school or library resources, please return this completed form to your principal.

Name: _____

Address: _____

Email: _____

Phone: _____

Date: _____

Do you represent self? ____ Organization? ____

1. Resource on which you are commenting:

- Book (or e-book)
- Video/Movie
- Database
- Audio Recording
- Textbook
- App
- Game
- Streaming Media
- Electronic/Digital Resource
- Other: _____

2. Resource Title:

Author/Producer: _____

URL link if relevant: _____

3. Is the resource part of the curriculum, library collection, or other?

