LIBRARY COLLECTION DEVELOPMENT (3005-AR)

Objective: It is the objective of the school district to provide materials through the library that help develop, enrich, and extend classroom instruction and support the educational programs of the District. These materials serve the breadth of the curriculum and reflect the needs and interests of students and staff. It is the obligation of the District to provide for a wide range of abilities and respect the diversity of many differing points of view.

Responsibility Statement

The Superintendent of the schools is directed to establish Regulations for the selection of library materials.

The Board of Education delegates the selection of library materials primarily to library media specialists. Other staff members may also be involved in this process (e.g., building administrators, department heads, classroom teachers, etc.). The building library media specialist shall establish a Collection Development Plan that is reviewed and revised annually. The plan results from a study of the current collection. It helps to identify opportunities to expand and cull the current collection based on the criteria outlined in these guidelines. The building administrator will review the school library's collection development plan annually with the library media specialist.

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

Guidelines & Criteria for Selecting Library Materials

A. Library materials shall be inclusive of print and non-print items. Such items include but are not limited to library books, periodicals, electronic media, and educational tools.

B. All forms of learning material used in the library must recognize the variation in reading ability, interests, and mental and emotional maturity of all the students using them.

C. Library media specialists should clearly consider the purpose for which reading materials are selected and ensure that such materials accomplish appropriate goals and objectives.

D. When units of study deal with controversial issues, library materials should include the varying points of view regarding the controversy.

E. In all cases, professional responsibility to students should ultimately guide staff members in selecting learning materials, especially when the material is used for open class discussion.

F. The following Criteria are used to guide in the selection of materials:
   - Educational significance and student appeal
   - Representation of diversity and global perspective inclusive of race, ethnicity, culture, religion, sexual orientation, and gender identity
   - The interest level and reading level of students
   - Reviews found in standard selection sources. Standard selection sources including but are not limited to: School Library Journal, Booklist, Kirkus Reviews, Horn Book Magazine, and Publishers Weekly
   - High artistic quality, aesthetic value, and literary style
   - Recommendations based on preview and examination of materials by professional personnel
   - Reputation and significance of author, producer, and publisher
   - Validity, timeliness, and appropriateness of material
   - The contribution the material makes to a breadth of representative viewpoints on controversial topics
   - Value commensurate with cost and need
   - Quality and value of the format

Selection Procedures

When selecting materials, librarians will consult reviews in standard selection tools and other professional journals and selection aides to evaluate materials to meet the curriculum and interest needs of students and staff. Whenever possible, the librarian will preview the actual material.

As appropriate, recommendations for purchase may come from administrators, students, teachers, district personnel, and community persons. All gift materials may be accepted or rejected based on the above criteria.

Removal Procedures

Selection is an ongoing process that includes removing materials that are no longer appropriate and replacing lost and worn materials that are still of educational value. When removing materials, librarians will utilize The CREW (Continuous Review, Evaluation, and Weeding) Method for weeding. (https://www.tsl.texas.gov/sites/default/files/public/tslac/ld/pubs/crew/crewmethod08.pdf) Librarians will mark books with a "withdrawn" stamp and may also remove other library markings as necessary.

Librarians will assess removed materials to determine which of the following removal procedures is most appropriate:

1. Repurpose within the District
2. Donate to an organization
3. Dispose of obsolete books
4. Recycle