



# CAMPUS

## *Library Collection*

PK-12 Development Policy



2024-2025

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# Boerne ISD

## Campus Library Guidelines

All guidelines are based on EFB Legal/Local Board Policy

### A. Boerne ISD Campus Library Media Center Mission & Goals

The Boerne Independent School District Campus Libraries empower students and staff to be effective and ethical users of ideas and information, life-long readers, and versatile future-ready learners.

### B. Collection Development Goals

BISD campus libraries are designed to provide a balanced collection of materials that:

1. Present multiple viewpoints related to controversial issues.
2. Provide a wide range of background information that will enable students to make intelligent decisions in their daily lives.
3. Include accurate and authentic factual content from authoritative sources.
4. Have a high degree of potential user appeal and interest.
5. Offer a global perspective that promotes equity of access, including print and nonprint materials such as electronic and multimedia, to meet the needs of individual learners.
6. Represent diverse viewpoints and cultures appropriate to each campus to ensure the collection embodies the unique background of its student population.

Collection development is the ongoing evaluation, selection, acquisition, and deselection of library resources to meet the needs of users and potential users. As trained professional staff, certified librarians will evaluate the library collection each year by analyzing collection data as well as the physical condition of items to create annual goals for both selection and deselection (commonly referred to as weeding) of materials outlined in BISD Board Policy EFB Legal and Local and Admin. Regs.

### C. Selection and Evaluation of Materials

Campus library materials shall be selected and acquired in accordance with guidelines adopted by the Texas State Library and Archives Commission, Board policy, and the District standards and priorities expressed in this policy.

When selecting, acquiring, and evaluating library materials, librarians shall ensure that the materials:



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1. Enrich and support the TEKS and curriculum, while taking into consideration students' varied interests, maturity levels, abilities, and learning styles;
2. Foster growth in factual knowledge, literary appreciation, aesthetic values, and societal standards;
3. Encourage the enjoyment of reading, foster high-level thinking skills, support personal learning, and encourage discussion based on rational analysis; and
4. Represent the ethnic, religious, and cultural groups of the state and their contribution to Texas, the nation, and the world.

Additionally, the selection of the materials should include:

1. Recommendations from students, parents or guardians, teachers, and district community members.
2. Reviews of the library material from sources such as professional journals in library science, recognized professional education or content journals with book reviews, national and state awards recognition lists, library science field experts, and highly acclaimed author and literacy expert recommendations.
3. Coverage of topics, authors, series, or genres that fill gaps in the school library collection.

All campus library web pages will include a library text recommendation form for parents/ guardians, and district community members to access and submit text recommendations.

Materials considered for purchase must be favorably reviewed in at least two professional review journals (i.e., Booklist, School Library Journal, etc.). Not all books, particularly nonfiction books, are reviewed in professional journals. If a review for a nonfiction book or a book in a formulaic series does not exist in a professional review journal, it may be purchased with an informed decision made by weighing the factors listed below:

- Reputation and standing of the publisher
- Reputation and standing of the series
- Popular interest
- Author's reputation and significance as a writer
- Importance of the subject matter to the community
- Need for a balanced, diverse collection
- Curricular needs



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### D. Protection from Inappropriate Materials

Library materials shall not include “harmful material” as defined by Penal Code 43.24(a)(2); “obscene” material as defined by Penal Code 43.21(a)(1); any library material that is pervasively vulgar or educationally unsuitable as referenced in Board of Education v. Pi-co; or any other material legally prohibited from inclusion in a public school library. [See EFB(LEGAL)]

Obscene material is not protected by the First Amendment to the United States Constitution.

Library materials shall comply with the Children's Internet Protection Act (CIPA), including technology protection measures. [See CQ]

### E. Access

All campus librarians will manage an online public access catalog (Destiny Discover). The online catalog is linked on every campus library website which is publicly available.

Feedback on library materials and services from students, parents and guardians, educators, and community members can be emailed to librarians.

All elementary and secondary students may check-out up to two items at a given time while staff may check-out up to five items. Lost or damaged items must be paid for in full or replaced with a “like new” hardback of the title.

### F. Parental Involvement

Parents and guardians are the primary decision makers regarding their students' access to library materials. Parents and guardians have the ability to search for and opt-out titles from being checked out; as well as view current checkouts, checkout history, and any opt-out titles for all students associated with the parent/guardian's email address in the online library circulation software (Destiny Discover).

Parents and guardians are encouraged to communicate with the campus librarian and their child's teacher about special considerations regarding library materials self-selected by their student.



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A parent or guardian who wishes to access a school's library shall first submit a written request to the principal. The principal or a staff member designated by the principal shall respond to the request in accordance with administrative procedures.

Parental involvement in library acquisition, maintenance, and campus activities is encouraged.

### **G. Gifts and Donations**

Campus libraries can accept donated books to be considered for the collection in the school library. Upon donation, materials become the property of the Boerne ISD, and the use and disposition will follow the selection and maintenance criteria as noted above. Although all donations are appreciated, materials that are outdated or unusable will be recycled.

### **H. Maintenance of Campus Library**

Campus library collections shall be evaluated and updated regularly based on the collections' age, relevance, diversity and variety. Standard maintenance of the library collection includes repair, replacement, and removal of library materials as necessary. Regular maintenance will also include an annual inventory of materials. Disposal of any district owned library materials shall be in accordance with District policy and procedures for out of adoption materials or damaged materials.

Materials that no longer meet the selection criteria (including those that have become damaged or obsolete) will be systematically withdrawn. Using the guidelines suggested in [The CREW Manual](#), from the Texas State Library and Archives Commission, Boerne ISD librarians will follow the guidelines for systematic weeding in order to maintain the library's collection.

### **I. Reconsideration of Campus Library materials**

A district employee or a parent or guardian of a district student may request reconsideration of a specific item in the school district's library catalog according to EFB Legal and Local and BISD Administrative policies.