

# Collection Development Policies and Procedures

## Henry Partee Elementary School

### Part I - Introduction:

#### Purpose of the Document

The Collection Development Policy is the guiding philosophy for which print and digital materials are systematically developed and maintained within the Media Center at Henry Partee Elementary School (referred to as PES.) The purpose of this document is to serve the following functions:

1. To define the relationship between the school, the media center, and the community; establishing the role each one plays in the development of the Media Center's collection.
2. To provide guidance for the Media Center staff in selecting materials consistent with state curriculum and community standards.
3. To provide the community, students, staff, and administration the process for selection and withdrawal of library print and digital materials.
4. To define the rights and responsibilities of the community, students, staff, and administration regarding intellectual freedom as it pertains to the media center.

#### Community and School Demographics/Descriptions

Our community is located in Snellville, GA (Gwinnett County,) a suburb of Atlanta, GA. Partee Elementary School is a Title I school with a school demographic of 67% Black, 19% Hispanic, 3% Caucasian, 5% Multiracial, & 6% Asian. More information about our school can be found by viewing the [Governor's Office of Student Achievement](#).

#### Mission, Philosophy, and Goal Statements

##### Gwinnett County Public Schools:

##### Vision

Gwinnett County Public Schools will become a system of world-class schools where students acquire the knowledge and skills to be successful in college and careers

**Mission**

The mission of Gwinnett County Public Schools is to pursue excellence in academic knowledge, skills, and behavior for each student, resulting in measured improvement against local, national, and world-class standards.

**Henry Partee Elementary School:****Vision**

The Vision of Partee Elementary is to promote excellence in education by developing life-long learners and productive citizens who are valued as unique individuals.

**Mission**

The mission of Partee Elementary is to pursue academic rigor through excellence in education.

**Partee Elementary Media Center:****Mission**

To promote multiple literacies for our life-long learners and to support the continuous growth of our students, teachers, and community members via access to information.

**Vision**

Students, staff, and the community-at-large will be effective and ethical users of ideas and information. Students will be empowered to become enthusiastic readers, critical thinkers, skillful researchers, and collaborative creators. The library media program strives to provide real-world applications and services that assist our students in becoming informed and productive citizens.

**Part 2 - Collection Development and Management Policies:****A. Purpose of the Collection**

The Media Center of Partee Elementary is charged with maintaining a print and digital collection that supports the state curriculum to meet the needs of students and teachers in their pursuit of academic excellence. Furthermore, the Media Center acknowledges the importance of literacy as it pertains to recreational and personal interests. As a supporter of literacy and intellectual freedom, the Media Center collection is reflective of the diverse population and maintains a collection which represents diverse points of view, stimulates growth in thinking skills, and promotes the state curriculum.

**B. Materials included in the Collection****1. Types and Formats**

Fiction - Books that are works of imagination that are used primarily for entertainment purposes and support literacy education.

Non-Fiction- Books that are based on real facts and information that support literacy education across the curriculum.

Graphic Novels - Fictional works that use drawn pictures as the primary source of story telling.

Digital/Downloadables - Books in both fiction and non-fiction that can be read on the computer or downloaded to a digital device such as a tablet or eReader.

Databases - Online reference resources

Audio/Visual - Fiction and non-fiction works that rely on the use of sound and/or picture to tell a story.

Teacher Resources- Books, technology, and resources that are used by the instructors at the school to assist in teaching the curriculum, engaging students, and in professional development.

## **2. Organization of Collection**

The collection is organized by interest level - fiction and non-fiction picture books (K-2 interest level) located in the Everybody section and fiction and non-fiction (3-5 interest level). The fiction section is organized by author's last name and the nonfiction section is categorized using a Findability Classification (Subject Headings) and the Dewey Decimal Classification System. All titles are catalogued using the Accessit Integrated Library System (ILS), including print and digital materials.

Teacher Resources are also catalogued in the ILS but are not available for student use. Teachers may browse the specific area in the library or locate and reserve materials using the ILS.

## **C. Circulation**

- + Pre-k and kindergarten are allowed to check out one book for two weeks.
- + First - Second grade students are allowed to check out two books for two weeks.
- + Third - Fifth grade students are allowed to check out three books for two weeks.

If a student would like to continue reading books that he/she has not finished in that time period, they must recheck the book out at the end of the lending period. An overdue book will not prevent a student (1-5 grade) from checking out another book. There is no late fee for a book that is not turned in on time.

If a book is lost or damaged, the student must pay \$5 for the lost/damaged book or replace the book with an identical copy in like-new condition.

### **Part 3 - Evaluation and Maintenance of the Collection:**

#### **A. Evaluation Resources**

##### **1. Application of Curriculum Standards and Recommended Lists**

The major emphasis of collection development should be to provide materials that meet curricular needs. To ensure that this is the case, it is recommended that the media specialist of Partee Elementary School has a copy of each grade level's curriculum guide based on Gwinnett County Public Schools Academic Knowledge and Skills (AKS) and that any additions or revisions to these guides should be reflected in the media center's collection.

Use of reviews from sources such as:

- Caldecott Medal Home Page
- Coretta Scott King Award Home
- Follett TITLEWAVE
- GA Children's Book Awards
- Newberry Medal Home Page
- Pura Belpre Award Home Page
- School Library Journal
- Partee Student Suggestions

##### **2. Data Sources and Analysis (Automated Sources & Vendors)**

Partee Elementary Media Center maintains a business relationship with multiple vendors for its purchasing of materials in print and digital formats. In order to make certain that the Media Center can provide reading material to meet the educational and recreational needs of its students and faculty, media center staff will select materials based on the resources described in Section 3.A.1 and 3.A.3 and purchase such materials meeting the stated criteria directly from the publisher/vendor.

##### **3. Application of User-Centered Measures (Surveys)**

In addition to selecting materials based on review resources, the media center will take into consideration the requests of educators and students. In order to submit a request for a particular series or title, teachers and students may complete [an online survey](#) which will serve as a formal request. All

suggestions will be taken into consideration based on criteria of cost, application of school curriculum to the material, and general appeal of the material to students and educators.

### **B. Weeding/Deselection**

In order to maintain a relevant collection that reflects the needs of the school, the standards of the community, and the integrity of accurate information, it is necessary for the Media Center to engage in a systematic process of evaluating materials based on several criteria: Misinformation, Poor Condition, Outdated, Popularity, Circulation, and Information Format.

A systematic, annual review of materials will take place of each section in the Media Center, applying the evaluation standards as outlined above. The timeframe for evaluation will be on a monthly basis throughout the school year to provide sufficient time for review and deselection. The timeline for each section is as follows:

August – 500s

September – 600s

October – 900s and biographies

November – Fiction

December - Everybody Fiction

January – 300 – 499s

February – 000 – 299s

March – 700s

April – 800s

May - Audio/Visual/Digital

### **D. Copyright Policy**

All use and duplication of copyrighted materials by Partee Elementary faculty must be done with permission of the copyright holder or within the bounds of “public performance” and “fair use” that provide very limited, defined opportunities for educators to use and make copies under certain highly restrictive conditions. When there is uncertainty about what constitutes “public performance” or “fair use,” the Media Specialist may be consulted to make a determination.

## **E. Intellectual Freedom**

Partee Elementary supports the principles of intellectual freedom described in the [Library Bill of Rights](#) and [Students' Right to Read](#).

## **Part 4 - Selection Policy:**

### **A. Personnel Responsible**

The responsibility of materials selection is delegated to the Media Specialist by Gwinnett County Public Schools. The act of materials selection is an integral part of maintaining a relevant and curriculum based collection. As a result, the Media Specialist of Partee Elementary follows the criteria established by the governing authority of the Gwinnett County Public School System.

### **B. Role of the Media Committee**

The committee is mandated by the Georgia State Board of Education (Code: IFBD 160-4-4.01 Media Programs). Members of the faculty and administration are appointed to the Library Media Committee each year to serve as advocates for the library media program with members of the school. The committee is responsible for several things, including: developing and evaluating the library media plan, selecting resources and equipment to use the state allotment of funds, enforcing adherence to copyright regulations, and addressing formal requests for reconsideration.

### **C. Selection Criteria**

The following criteria shall be used as they apply to any instructional materials:

1. Materials shall support and be consistent with the system's mission, vision, and goals.
2. Materials shall directly support instruction of the Academic Knowledge and Skills (AKS) curriculum including opportunities for intervention and extension of the learning as appropriate.
3. Materials shall meet high standards of quality in factual content and presentation.
4. Materials shall be appropriate for the subject area and for the age, emotional development, and social development of the students for whom the materials are selected.
5. Materials shall have aesthetic, literary, or social value.
6. Materials chosen shall be written/produced by competent and qualified authors and producers.
7. Materials shall be chosen that avoid bias and adhere to standards of sensitivity towards student cultural, ethnic, racial and religious background and gender.
8. Physical format, medium, and appearance of materials shall be suitable for their intended use.

9. The materials selected shall be purchased and used in compliance with current copyright laws (Gwinnett County Public Schools Policies and procedures P.IFAA)

## **Part 5 - Acquisitions:**

### **A. Local and District procedures for acquiring materials**

The Partee Elementary Media Specialist works with the library media committee, administrators and school staff to acquire new titles that are appropriate for the students. The new titles must have an educational significance and/or contribution to the stated Vision and Mission of the Partee Elementary Media Center.

### **B. Funding**

Funding of the Media Center collection is provided by Gwinnett County Public Schools and is allotted by the Media Services Department based on annual enrollment numbers. Additional funds are gained through fundraisers held throughout the year such as Scholastic Book Fairs and T-Shirt sales.

### **C. Responsibilities**

The library Media Specialist is provided a list of approved vendors from Gwinnett County Public Schools. The Library Media Specialist is solely responsible for acquiring materials and maintaining the budget of the Media Center. The Media Committee is responsible for reviewing acquired materials.

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