

Upland Unified School District Libraries Collection Development Policy

Adopted December 2021 Rev. May 2025

Upland Unified School District Library Mission Statement

The mission of the Upland Unified School District libraries is to empower students to develop as critical thinkers, enthusiastic readers, and skillful researchers. UUSD libraries will provide inclusive and equitable materials and spaces that are technologically and globally relevant centers of learning to students and staff invested in the education and preparation of students for a changing society.

Copyright and Fair Use Compliance

It is the policy of the UUSD that all students and staff comply with U.S. copyright law. The Copyright Act of 1976, provides for duplication and use of copyrighted materials by the copyright owner, with the permission and/or credit given to the copyright owner. Students are required to properly cite all ideas, work, or creation in their research and academic pursuits. Inappropriate use of library materials, equipment, or computer networks to violate the copyright law by a student will result in possible disciplinary consequences following site discipline policies and California Ed Code 48900 as outlined in the UUSD Acceptable Use Policy.

Intellectual Freedom and Censorship

Pursuant to [Board Policy 6144](#), the Governing Board recognizes that the district's educational program may sometimes include instruction related to controversial issues that may arouse strong reactions based on personal values and beliefs, political philosophy, culture, religion, or other influences. Instruction concerning such topics shall be relevant to the adopted course of study and curricular goals and should be designed to develop students' critical thinking skills, ability to discriminate between fact and opinion, respect for others, and understanding and tolerance of diverse points of view. UUSD libraries will strive to provide a collection and materials with free access to ideas, differing points of view, and materials that are factual. Ownership of a resource does not equal endorsement. The UUSD libraries owning a particular resource does not mean the library endorses the viewpoint of the author or creator.

The Governing 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 with different levels of difficulty and representing different points of view. School library professional staff will provide materials on opposing viewpoints about controversial issues to enable students to develop the necessary critical thinking skills to be discriminate users of information and productive members of society.

The American Library Association's Bill of Rights can be found here:

<https://www.ala.org/advocacy/intfreedom/librarybill>

School Library Goals and Objectives

UUSD developed the Library Collection Development Policy to serve and support the curriculum, the specific interests, and the informational and recreational needs of UUSD students and faculty. UUSD libraries will provide:

- materials in a variety of formats and at differing levels of difficulty
- equitable access to materials
- materials that present inclusive and diverse perspectives, encouraging students to develop analytical skills that lead to informed decision-making.
- up-to-date, high-quality, and/or high-interest materials that develop a love of reading

School Library Responsibility for Selection

Pursuant to [Board Policy 6163.1](#), the Superintendent or designee may assign Teacher Librarians to select materials for school and district libraries. In Upland Unified School District, library staff at each site, including the Teacher Librarian at the high school and Library Technicians at other schools, select materials based on their school's needs and the Governing Board's adopted selection criteria and procedures. The director of curriculum, instruction & professional learning oversees training on these criteria.

School Library Selection Criteria

Library materials include print and electronic materials that align with the curriculum and are accessible to students with varying cognitive or language needs. Library materials will be evaluated and selected through the selection criteria to meet student and staff needs. Recommendations of additions to the library collection from administrators, teachers, other staff, parents/guardians, and students will be considered as appropriate.

All materials added to the library collection will meet one or more of the selection 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
- ☐ relevant to the subject area and appropriately matches the age, ability level, learning styles, and social-emotional development of a diverse range of students, recognizing that no single book will meet the needs of every student
- ☐ 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

The following factors will be considered when making choices on which materials will be chosen based on the selection criteria:

- ☐ represent a variety of viewpoints on current topics and issues
- ☐ provide a global perspective and promote diversity by including materials by authors and illustrators of all cultures and backgrounds

- ☐ include a variety of materials in physical and digital formats including print and non-print such as electronic and multimedia (including subscription databases and other online products, e-books, maker spaces, and other forms of emerging technologies)
- ☐ demonstrate physical format, appearance, and durability suitable to their intended use
- ☐ balance cost with need

Note: All gifts and donations of school library materials are subject to the same criteria as materials selected for purchase by the district. (BP 6163.1).

School Library Collection Maintenance

The school library staff will conduct an inventory of the school library collection and equipment periodically to ensure that the library collection meets the needs of the staff and students. The inventory can be used to determine losses and remove damaged or worn materials which will 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 library staff should develop a collection maintenance plan that includes systematic inspection of materials that would result in removing outdated, damaged, or irrelevant materials from the collection.

UUSD will implement the CREW (Continuous Review, Evaluation, and Weeding) Method for determining what materials will be weeded. Weeding is an essential component in collection maintenance. The benefits of weeding are:

- Saving Space
- Saving Time
- More Appealing Collections
- Increased Library Reputation (Relevancy)

The Collection Maintenance Plan for UUSD sites is based on the CREW Method. MUSTIE Formula will be used to determine the need for weeding of the resource. The MUSTIE Formula considers the factors of copyright date, last circulation, and the MUSTIE factors to determine if the resource should be selected for weeding. MUSTIE is different for each of the Dewey categories and other types of library materials.

The MUSTIE factors are:

- M = Misleading (and/or factually inaccurate)
- U = Ugly (worn beyond mending or binding)
- S = Superseded (by a truly new edition or by a much better book on the subject)
- T = Trivial (no discernible literary or scientific merit; usually of ephemeral interest at some time in the past)
- I = Irrelevant to the needs or interests of the community
- E = Elsewhere (the material or information may be obtained expeditiously Elsewhere)

Full version of the CREW method can be found here.

 [2012 CREW Manual - ARCHIVE.pdf](#)

Reconsideration Procedure and Collection Maintenance

If a staff member, student, parent, or any other member of the community is interested in challenging the collection choices of the library, the complaint or request to have materials removed from the library must follow the Reconsideration Procedure.

Reconsideration Procedure

When a student, staff member, or parent wants to challenge the appropriateness of library materials, the first person to speak to is the school principal. While the library staff can offer information about the Selection and Reconsideration policy, it is the school principal who starts the process. The complainant must be a staff member or a parent/guardian of a student currently enrolled in the UUSD. Only one active formal reconsideration in the district is permitted at a time, although multiple reconsideration complaints can be filed. If a complainant wants to submit a new reconsideration request while others are in committee, they will have to wait until the previous requests have been resolved before their reconsideration request goes to the committee.

The following procedures should be followed:

1. The school principal will offer the complainant a packet of materials which includes the library's mission statement, collection development policy, request for reconsideration of instructional materials form, and the ALA Library Bill of Rights.
2. The work in question will remain on library shelves and in circulation until a formal decision is made.
3. The complainant is required to complete and submit the reconsideration form to the director of curriculum, instruction & professional learning at the UUSD District Office. Incomplete forms will not be considered.
4. The director of curriculum, instruction & professional learning will make the reconsideration known to the school library staff and the teacher librarian.
5. The reconsideration committee will be appointed by the director of curriculum, instruction & professional learning and will consist of the school library staff or a district library technician, the teacher librarian, and at least three members chosen from the following: teachers, a site administrator, and/or a reading specialist.
6. The director of curriculum, instruction & professional learning will, within 10 school days of receiving the written request for reconsideration, schedule a future date for the formal reconsideration meeting. If a formal reconsideration committee is already in progress, the complainant will be notified that their scheduling will occur after, potentially placing them on a waitlist for scheduling once committee availability allows.
7. In the case of a challenge that happens during the summer, the complainant will be notified within the first 30 days of the new school year of a future committee date.
8. The director of curriculum, instruction & professional learning will secure copies of the resource in question for the committee to review. All committee members should fully review the resource (read or view the entire work), the reconsideration policy, and any supplemental materials before the meeting.
9. If the resource that is the subject of a verbal or a formal complaint is not being returned, the cost of the resource and any additional processing fees will be

placed as a fine on the student's account for the parent/guardian to pay. The resource will be replaced by the director of curriculum, instruction & professional learning and put back on library shelves until the resource has gone through a complete formal reconsideration procedure.

10. The reconsideration committee will follow the procedures listed below:
 1. At the initial meeting, the director of curriculum, instruction & professional learning and/or the teacher librarian will present the committee with materials on intellectual freedom, the American Library Association's Bill of Rights, any supplemental materials, and the reconsideration committee procedures.
 2. A member of the committee will keep the minutes of the meeting.
 3. The committee may make use of outside expertise if necessary to help in its decision-making process.
 4. If it is determined that extra expertise is needed, the committee may adjourn and reconvene once they have gathered more information.
 5. The complainant may make an initial verbal or written presentation about the resource under reconsideration. The complainant should provide sources for quotes and information used during this presentation.
 6. The complainant may not participate in or observe the committee's deliberations.
 7. The committee's decision is determined by a simple majority to retain, move the materials to a different level, or remove the resource.
 8. The committee's written decision shall be presented to the complainant within five school days after the decision is made.
 9. The decision of the committee is the final decision of the District and once a decision has been made, it cannot be brought up for reconsideration again until four school years have passed.

Annual Review of Policy

This policy will be reviewed annually, and any updates will be approved by the Board of Education.



School Library Request for Reconsideration

UUSD has established reconsideration procedures to address concerns about library resource(s). Completion of this form is the first step in those procedures. If you wish to request reconsideration of school or library materials, please return the completed form to the director of curriculum, instruction & professional learning at the Upland Unified School District Office. Should you need more room than what is provided on this form, please staple any additional pages to this form.

Name of complainant:

Date:

Address:

Phone number:

Email:

Do you represent yourself? ☐ Yes ☐ No

If not, what is the name of the organization you represent?:

Do you have a student currently enrolled in the UUSD school district? ☐ Yes ☐ No

Name of Student:

Student's Grade Level:

Student's School:

Are you an employee of UUSD? ☐ Yes ☐ No

Please fill out the following information about the resource you would like to have formally reconsidered:

Title of resource:

Author/Creator:

Is the resource part of the: ☐ curriculum ☐ library collection ☐ or other

What brought this resource to your attention?

Have you examined the entire resource? ☐ Yes ☐ No

If not, what sections did you review?

What concerns you about the resource?

Are there resource(s) that provide additional information and/or other viewpoints on this topic that you recommend be added to the library collection?

Do you feel that this item would be of use to some members of the community? ☐ Yes ☐ No

If yes, which members of the community?

Are you aware of the analysis of this material by professional critics? ☐ Yes ☐ No

What action are you requesting the committee consider?