

School Library Media Center Collection Development Policy

New Century International Elementary School

Media Coordinator: Lorraine Schneider

Incorporated: December 2016

Acknowledgment: Jennifer Payne, Florence Elementary School, Boone County Schools

#### A. Mission Statement of the School Library Media Center

The mission of New Century International Elementary School library media center is to ensure that students and staff are effective users of ideas and information. New Century International Elementary's collection will reflect the needs of its patrons with current materials relevant to the curriculum and interest. The library media center will encourage a lifelong pursuit and appreciation of reading. The library media center will provide a setting where students can develop the skills necessary to locate, analyze, evaluate, interpret, and communicate information and ideas in an effective manner.

#### B. Goals and Objectives of the Library Media Center

1. Provide and maintain a current collection that is diverse in format and content and that supports and enhances the curriculum as well as the pursuit of individual interests

2. Collaborate with teachers, administrators, and others to ensure that a variety of resources is available for patrons to support learning

3. Provide materials that encourage an appreciation for diversity and various worldly perspectives

4. Provide materials in various formats and differentiation

#### C. Responsibility for Collection Management

The primary responsibility for selecting materials for the library media center is that of the library media specialist, under the supervision of the principal. The patrons (students, staff, administration, parents) are encouraged to offer recommendations of materials to be considered for inclusion into the collection through the use of suggestion box and online recommendation forms.

#### **D. Collection Development Methodology**

*Inventory:* The LMS will perform a full inventory/survey of the media center collection annually. The method of this inventory is provided through Follette Destiny and is completed before May of the school year. The inventory report is submitted to the Cumberland County School Director of Media and IT Services.

**Gifts and Donations:** The New Century International Elementary School library is pleased to accept any monetary donations through the front office of the school, or the district

office. The monies should be clearly labeled for New Century International Elementary School Media Center, and as any other specifications the donor may have. Books may be donated, to be considered for the collection at the library location. New Century International Elementary Library cannot, however, accept donations of used technology, due to district policy. Upon donation, materials become the property of the New Century International Elementary School, and the library media specialist reserves the right to use the materials as is seen fit. Although all donations are appreciated, materials that are outdated or unusable will be recycled through the Give Five, Read Five initiative, other book share program, or discarded.

*Repair/Replacement:* Fines or penalties for books damages are determined by the media coordinator. Damage due to neglect will be fined on a case by case basis. When an item comes in damaged it must first be determined as repairable or irreparable. It must be examined according to the weeding criteria first, and then answer the following considerations:

- How many copies does the library have available?
- How often is the copied being used?
- Are there advantages to purchasing this book new?
- What are similarities between the lost item and the current student need?

Books will be marked *lost* two quarters after the book has been checked out, unless the patron indicates that they lost it. Students will receive lost/missing books slips quarterly.

#### E. Fundraising

The library will conduct several fundraisers throughout the year. Since the monetary yield cannot be determined until the fundraising activity is conducted, there will not be an allocation determined. These funds will be used to purchase items for the library to include books and library supplies. Annual fundraisers are as follows.

- Reading Rocks in the Fall
- Barnes and Noble Book Fair in the Winter
- Scholastic Book Fair in the Spring
- Other fundraising opportunities as they occur

### **Evaluative Criteria for Materials Selection and Deselection**

#### *A) Selection*

The number one criteria for materials selection is the needs of students. If a potential item does not meet the learning needs of students, that item will not be added to the library collection. Items may meet direct classroom learning needs, add

to the professional ability of teachers, or otherwise contribute to learning standards set forth in the *Common Core Standards for Learning, North Carolina Essential Standards* and the *American Library Association's Standards for the 21st Century Learner*.

a) Policies

I) The library media specialist is responsible for the selection of new materials to be added to the collection.

II) The library media specialist considers requests from patrons through the use of a suggestion box, and will take requests into consideration when purchasing new materials.

III) Purchasing Policy

Purchase of materials for the media center is the responsibility of the library media specialist (LMS). Students, faculty members and parents are encouraged to request materials and offer input to aid the in selection, but final decisions will reside with the LMS. Administrative staff including, but limited to, the Principal, Assistant Principal, and Instructional Coach will be consulted for the purchase of professional materials. Items purchased must conform to specific guidelines for purchase including, but not limited to age appropriateness, reading level, educational value, reliability/ authority of sources, cost effectiveness, sustainability, etc.

**B.) *Print Sources***

The following criteria will be considered when selecting print resources:

**Appropriateness:** Is the content appropriate for library learners? Does the item match their levels of development, reading level, learning style, ethnic/ cultural background and interests?

**Authority/Accuracy:** Is the material credible with author identified resources? Are biases and opinions identified? Is the author knowledge qualified on in the subject matter? Has the author published previous works on the topic? Is the material accurate and current?

**Comparison to other Works:** How does this item compare to others on the topic? Are other formats available that might be better for my learners?

**Scope:** What is the intended purpose of the item? Is the level of detail appropriate for students?

**Format and Organization:** Is the item organized and arranged in a way that students can easily understand it and locate desired information?

**Treatment:** Is the item's subject matter presented appropriately, and in a way that students will enjoy it?

**Cost:** Is there a more cost efficient resource that can fulfill the same need?

**Physical Quality:** Is the item of sturdy quality that will last library handling?

**Literary Merit:** How well do the creators incorporate literary elements such as theme, style, characters, etc.?

### **C) *Electronic Sources***

The following criteria will be considered when selecting electronic resources.

**Timeliness:** Is the item up-to-date and the most current version? Is a new version scheduled to come out before the item is needed?

**Sustainability:** Will the electronic item last the duration of its lifespan under heavy duty use of students?

**Cost:** Is there a similar item that can fulfill the same need that is more cost efficient? Are repairs expensive?

**Appropriateness:** Are elementary students able to use the technology with some help from adults?

**Misc:** Any of the applicable criteria for print resources will also be applied. :

### **D) Professional Resources**

The following professional resources may be referenced when selecting new materials for the library collection:

- School Library Journal
- Booklist Online
- Publisher's Weekly
- Professional Organizations such as the American Library Association. (ALA) or the National Council of Teachers of English (NCTE)
- Other resources taken into consideration to determine suitability for the collection are as follows, professional opinion, staff/ student requests, staff/student surveys

### **E) Deselection**

Deselection, the act of removing materials from the library is a necessary practice in order to preserve the quality of the collection by removing

items that are outdated, worn/ broken or no longer needed. This also frees up space for materials that will better serve the patrons. This process is also referred to as weeding.

Library Staff will use the CREW method throughout the year to remove items on an as needed basis. At the conclusion of each school year, library staff will conduct a large scale weeding project to remove items that need removed, but have been missed. Staff will use the MUSTY acronym to determine weeding. Items will be removed if they are: misleading or obsolete, ugly or worn out (physically unappealing), superseded by a newer version, trivial, or the collection no longer needs the item.

### **F) Procedures for Handling Materials Challenges or Complaints**

New Century International Elementary School Library strives to uphold the principles set forth by the American Library Association. All complaints/ challenged material will be recorded by the LMS for reference purposes and reported to the principal. Patrons wishing to formally challenge materials may pick up a form in the library. The form must be completed and submitted to the LMS before the material will be considered for removal.

#### **Procedure for Reconsideration**

1. Submission of formal complaint to LMS.
2. Reconsideration committee will be formed. A date will be set for the hearing providing time for the committee to review the item under consideration. Committee members, as well as complainants, are encouraged to read the item in its entirety.
3. Actual committee hearing will be closed to the public due to the emotionally charged nature of some complaints.
4. The committee will vote on removal or retention of the item in question and report the majority ruling to the principal. The principal will present the ruling to the board. The complainant will be mailed a copy of the ruling and a copy will be filed with the LMS.
5. Items chosen for removal will be removed immediately unless the decision is reversed in an appeal at county level.
6. Appeals must be made to the principal and Site-Based Council.

## Request for Reconsideration of Materials

The school board of Cumberland County Schools has delegated the responsibility for selection and evaluation of library/educational resources to the school library media specialist/curriculum committee, and 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 request reconsideration of school or library resources, please return the completed form to the Library Media Specialist at Florence Elementary School.

### New Century International Elementary School

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

Do you represent self? \_\_\_\_\_ Organization? \_\_\_\_\_

### Resource on which you are commenting:

\_\_\_\_ Book \_\_\_\_ Textbook \_\_\_\_ Video \_\_\_\_ Display \_\_\_\_ Magazine \_\_\_\_ Library Program

\_\_\_\_ Audio Recording \_\_\_\_ Newspaper \_\_\_\_ Electronic information/network (please specify)

Other \_\_\_\_\_

Title \_\_\_\_\_

Author/Producer \_\_\_\_\_

1. What brought this resource to your attention?

2. Have you examined the entire resource?

3. What concerns you about the resource? (use other side or additional pages if necessary) .

4. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?