

Sample Middle School
Collection Development Policy
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I. Mission Statement

The School Library Media Center (SLMC) serves to support and enhance the educational goals of the Middle School curriculum with respect to the individual interests and ability levels of all students.

It shall be the goal of the School Library Media Center to:

- Respect the student's *Freedom to Read* (see Appendix A)
- Protect the Intellectual Freedom of each student
- Provide materials that represent the diversity of thought in the human experience
- Promote independent and life long learning in every student

A. Community Analysis

The student body is 99.6% Black with a paltry 47% of students passing the Math portion of the CRCT, reading scores were a little better at 74% for 2008. 93% of students are eligible for free and reduced priced lunch.

B. Georgia Performance Standards

The Imaginair SLMC collection will reflect the Georgia Performance Standards associated with the 6th through 8th grades including but not limited to Math, English/Language Arts, Social Studies, and Science.

II. Collection Development¹

The SLMC consists of educational media and resources appropriate for teaching students in grades P-12 and includes materials to meet the educational, social and emotional needs of all students, as well as the professional needs of adults seeking to support or enhance their education.

A. Responsibility

¹ Curriculum Materials Committee of the Education and Behavior Sciences Section. (2007). *A guide to writing CMC collection development policies* [Brochure]. Chicago, IL: Association of College and Research Libraries.

Collection development is the sole responsibility of the Certified Library Media Specialist on staff. He/she will be charged with providing access to the SLMC to ensure that members of the learning community; which include students, community members, teachers, administrators and parents, have the opportunity to inquire, analyze and expand their knowledge base across a variety of subjects and viewpoints.

B. Collection Level Codes

1. Out of Scope (0) – Does not meet standards for inclusion. Will not support a cursory introduction to the subject matter and cannot support instruction.
2. Minimal (1) - Low level of resources available. Will support only a cursory introduction to the subject matter.
3. Basic (2) - Sufficient resources available to support guided instruction.
4. Study (3) - Sufficient resources available to support independent study.

III. Collection

A. Print Materials

1. Books

Resources in the SLMC collection include fiction, nonfiction, picture books, folk and fairy tales, plays, and poetry appropriate for grades 6-8. The collection reflects the recommendations of standard reviewing tools and includes annual acquisition of award books such as well.²

2. Journals³

Magazines intended for use by P-12 students, as well as professional education periodicals that provide teaching ideas and review curriculum materials, educational media, and children's and young adult literature are selectively collected for the SLMC collection.

B. Professional Collection⁴

² Curriculum Materials Committee of the education and behavior sciences section. (2007). *A guide to writing CMC collection development policies* [Brochure]. Chicago, IL: Association of College and Research Libraries.

³ Same as above.

⁴ Same as above.

Professional teaching materials that provide ideas and activities for lesson planning and curricular development are collected. All major curriculum areas and grade levels are represented.

- Examples of professional resources in the SLMC include idea and activity books, unit and lesson plans, bulletin board books, teaching methods books, guides to classroom management, etc.
- The professional collection is and shall remain on the Study level.
- A reasonable effort will be made to expand the Professional Collection to include teachers' certification study aides and manuals.

C. Non-print materials⁵

- Examples of materials collected include instructional games, posters, kits, transparencies, models, flat pictures, video recordings, sound recordings, audio books, computer-based instructional materials, and miscellaneous instructional materials such as puppets, manipulatives, rock collections, etc.
- Educational computer software appropriate for P-12 and adult basic education students is selectively acquired for the SLMC collection. Emphasis is placed on new and emerging technologies, as well as software that is compatible with the hardware that is most prevalent in local school districts.

IV. Acquisition

A. Budget/Funding

The budget will consist of \$2000 to be distributed directly to the certified Media Specialist on staff to be allocated to SLMC needs as he or she sees fit.

B. Gifts

Items that meet the established selection criteria and guidelines for print or non-print materials and are in need will be accepted if they are donated complete and in good condition. Need is determined by the current state of the Library Media Collection to be determined by the certified Media Specialist on staff.

⁵ Curriculum Materials Committee of the education and behavior sciences section. (2007). *A guide to writing CMC collection development policies* [Brochure]. Chicago, IL: Association of College and Research Libraries.

C. Equipment

The following criteria will be used for the selection of SLMC equipment:

- Durability
- User friendliness
- Ease of maintenance
- Perceived permanence of form
- Cost
- Warranty
- Reputation of manufacturer/producer/vendor

V. Selection

A. Responsibility

The Library Media Committee shall be involved in the selection process⁶. This committee shall include at least one representative each from administration, instructional, technology, library media, student, community, and parent groups. It is the responsibility of the committee to recommend, preview and approve resource materials and establish and aid in the implementation of Library Media Programs. The final decision for all materials will rest with the Library Media Specialist and Principal.

B. Criteria for Selection

Resource materials shall be selected on a merit basis with high consideration made to the Georgia Performance Standards and the intellectual, social, and emotional needs of all learning community members, and addresses their varied: ages, learning styles, ability levels, socio-economic, ethnic, and religious backgrounds.

The following kinds of material should be selected for the media center⁷:

- Materials integral to the instructional program.

⁶ Dekalb Educational Media Department. (2007). *Selection guidelines: library media center instructional materials and equipment*. Decatur, GA: Dekalb County School System.

⁷ Office for Intellectual Freedom, American Library Association. (1998). *Workbook for selection policy writing*. Chicago, IL: American Library Association.

- Materials appropriate for the reading level and understanding of students in the school.
- Materials reflecting the interests and needs of the students and faculty served by the media center.
- Materials warranting inclusion in the collection because of their literary and/or artistic value and merit.
- Materials presenting information with the greatest degree of accuracy and clarity possible.
- Materials representing a fair and unbiased presentation of information.
- In controversial areas, the media specialist, in cooperation with the faculty, should select materials representing as many shades of opinion as possible, in order that varying viewpoints are available to students.

1. Print Materials

Staff members involved in the selection of print resource materials will use the following guidelines for consideration of books, paperbacks, periodicals, newspapers and reference:

- educational significance
- ability to supplant or support existing curriculum and general educational goals
- existence of accurate and factual content
- artistic, literary or aesthetic excellence
- favorable recommendation after personal review by approved selection sources, professional personnel, or learning community members
- quality and variety of format
- ability to stimulate further intellectual and social development
- diversity in character, setting and/or theme
- superiority in treatment of controversial issues
- interest to potential users
- appropriateness of age and academic level
- currency

2. Non-Print Materials

Staff members involved in the selection of non-print resource materials will use the same guidelines attributed to print materials in addition to:

a) Electronic Resources

- Superiority of sound and image
- Ability to enhance technological proficiency
- Value in relation to cost

b) Internet Resources

- currency
- quality and variety of format
- educational significance

3. Professional Collection

Emphasis is placed on collecting teaching materials of current significance, preferably those published within the last ten years; however, select items of historical or research value may be retained.⁸

Staff members involved in the selection of professional materials will use the following guidelines:

- educational significance
- interest to potential users
- value in relation to cost
- quality and variety of format
- currency

C. Selection Tools

The Library Media Specialist will utilize professional discipline-oriented survey materials to assist in the selection of resource materials. They include, but are not limited to:

- *American Historical Fiction*
- *Booklist*
- *Guide to Sources in Educational Media*
- *Horn Book*
- *Junior High School Catalog*
- *Multicultural Review*
- *School Library Journal*
- *Subject Index to Books for Intermediate Grades*

⁸ Curriculum Materials Committee of the education and behavior sciences section. (2007). *A guide to writing CMC collection development policies* [Brochure]. Chicago, IL: Association of College and Research Libraries.

- *Voice of Youth Advocates*

D. Selection Process

1. Examination

When possible, it is the Library Media Specialist's responsibility to examine, firsthand, materials to be considered for purchase; although, recommendations by learning community members will be accepted.

2. Consultation

Selection tools are to be consulted after examination to obtain general professional approval by review of the item(s) in question.

3. Acquisition

All efforts will be made to utilize the most cost-effective method of acquisition available, to include gift requests.

E. Consideration File⁹

The Library Media Specialist shall compile and maintain a consideration file of recommended print and non-print materials. This file may reflect suggestions from the Library Media/Technology Committee, other faculty members, parents, and students.

Whenever possible, review sources shall be found for each recommendation and noted on the consideration card. These review sources shall be transferred to the SLMC materials database if the materials are purchased and processed.

F. Weeding

It shall be the responsibility of the library media staff to remove materials from the collection at the end of each school year. Materials will be considered for removal if they meet the following criteria:

⁹Dekalb Educational Media Department. (2007). *Selection guidelines: library media center instructional materials and equipment*. Decatur, GA: Dekalb County School System.

- Contains outdated or inaccurate information
- Contains outdated illustrations or perpetuates cultural, sexist, ablist, ethnic, religious or racial stereotypes
- Has become worn, torn, or dirty and has missing pages or has otherwise acquired a severely battered appearance.
- Has become obsolete and is no longer supported by existing equipment
- Is in duplicate of an existing item

1. Subject specific guidelines:

Subject Area	Dewey Classification	Expiration
Geography	910	7 years
Computers	000	3 years
Bibliographies	010	10 years
Career Materials	Various	5 years
Science	500	5 years*
Technology/Applied Science	600	5-10 years
Professional Teaching Materials (Manuals, Aides, etc.)	Various	8-10 years
Reference- Encyclopedias (Print)	030	5 years
Reference- Atlas	030	5 years
Reference- Dictionaries	030	12-25 years
* Evaluate closely before discarding		

2. Evaluation

Evaluate items in the following subject areas each year for relevancy:

- Single volume reference titles
- Biographies
- Crafts (homemaking, shop, knitting, etc.)
- Sports
- Etiquette

3. Discarded Materials

Items to be discarded can be sold or traded if in good condition and have a collection level code of 1, 2 or 3. All other items are to be recycled.

G. Replacement¹⁰

When warranted by demand, outdated, lost, and/or damaged materials will be replaced by new, updated materials; this may include a copy of the same title, a more recent edition of the same title, or a different title depicting current coverage of the same subject matter.

H. Reconsideration

The SLMC will serve as a repository of information and ideas and resources are acquired in accordance with the *Library Bill of Rights*¹¹:

- i. Books and other SLMC resources should be provided for the interest, information, and enlightenment of all people of the community the SLMC serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- ii. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- iii. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- iv. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- v. A person's right to use a SLMC should not be denied or abridged because of origin, age, background, or views.
- vi. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

¹⁰ Curriculum Materials Committee of the education and behavior sciences section. (2007). *A guide to writing CMC collection development policies* [Brochure]. Chicago, IL: Association of College and Research Libraries.

¹¹ ALA Council. (1996) *Library Bill of Rights*. Chicago, IL: American Library Association. Retrieved on November 6, 2008 from <http://www.ala.org/ala/aboutala/offices/oif/statementspols/statementsif/librarybillofrights.pdf>

VI. Challenged Materials

Only student members of the learning community or their parents or official guardians may challenge SLMC materials.

A. Responsibility

It is the responsibility of the Library Media Committee to review challenged materials.

B. Procedure

The following steps are required to submit an item for reconsideration:

- An informal verbal complaint must be submitted to the Library Media Specialist or a member of the Administration.
- The Library Media Specialist will provide a written response (see Appendix B) within (7) days to the complainant explaining the LMC's policy on Intellectual Freedom and noted benefits of the item in question.
- A written complaint must then be submitted via the Request for Reconsideration Form (Appendix C).
- The Library Media Committee will convene within 60 days to review the item in question.
 - The complainant must be given the opportunity to speak for a maximum of (5) minutes during the formal review session to clarify their objection.
 - The Library Media Committee will then evaluate the item in question privately.
- A unanimous decision to remove must be met to remove any item in the SLMC.

C. Restriction

A parent may request that a child be restricted from borrowing, viewing or otherwise utilizing certain SLMC resources by writing a letter to the Principal and Library Media Specialist.

D. Usage

Challenged materials will remain in use and/or available for checkout until formally removed by the Library Committee after reconsideration.

VII. Access

- The Media Center will remain open during school hours in a fixed and flexible schedule that allows classes to reserve time for instruction and students the opportunity to use SLMC resources for circulation individually.
- Access to the SLMC shall be limited to administration, teachers, students and parents of currently enrolled students.
- Some materials may be deemed “non-circulating” because of scarcity, extreme value or high level of demand.
- Access to some specialized resources may be impacted by vendor license requirements or overall institutional policies¹²
- Every effort will be made to provide 24-hour online access to the SLMC catalog and its materials when possible.

A. Loan Periods

The Imaginair SLMC has established the following loan periods for materials¹³:

Non-Fiction Books	4 weeks
Fiction Books	2 weeks
Audiovisual Material	3 days
Back Issues of Periodicals	3 days
Current Issues of Periodicals	3 days
Reference Materials	Overnight, due at 8 am
Reserve Items	Overnight, due at 8 am

B. Overdue Materials

¹² Curriculum Materials Committee of the education and behavior sciences section. (2007). *A guide to writing CMC collection development policies* [Brochure]. Chicago, IL: Association of College and Research Libraries.

¹³ University High School Library. (2007). *Uni High Library Patron Conduct Policy*. Urbana, IL: University of Illinois. Retrieved on October 30, 2008 from <http://www.uni.uiuc.edu/library/policies/>

School Library Media Center staff are responsible for the correct and prompt dispersal of overdue notices for late resources.

The Imaginair School Library Media Center will charge \$0.10 or 10 minutes of Work Detail, to be the student's choice, each day for any overdue items. All fines or service agreements incurred from lost or damaged items must be paid or completed no later than the last instructional day of the school year.

Repeat offenders may have their check-out privileges revoked at the discretion of the Media Specialist.

C. Lost or Damaged Materials

Each patron is responsible for any loss or damage inflicted on library resources while in their care. The following rubric will be used in assessing the charges for any lost item:

N	New at issue	Full Price
G	Good at issue	$\frac{3}{4}$ Price
F	Fair at issue	$\frac{1}{2}$ Price
P	Poor at issue	$\frac{1}{4}$ Price

Students who are not financially able to pay for lost or damaged library resources shall be allowed to provide restitution in the form of voluntary service.

All fines or service agreements incurred from lost or damaged items must be paid or completed no later than the last instructional day of the school year.

VIII. Evaluation

A. Responsibility

It is the responsibility of the residing Principal to evaluate the Media Center Program for effectiveness at least once each school year.

IX. Copyright¹⁴

All learning community members will make every effort to abide by the current copyright law of the United States. Copyright law provides instances in which the use and reproduction of copyrighted items is allowed. These instances are considered the "fair use exemptions" described in 17 (United States Code) 106 and are found in section 107 of the law:

“Notwithstanding the provisions of section 106, the fair use of a copyrighted work, including such use by reproduction in copies or phonorecords or by any other means specified by that section, for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research, is not an infringement of copyright. In determining whether the use made of a work in any particular case is a fair use the factors to be considered shall include --

1. the purpose and character of the use, including whether such use is of a commercial nature, or is for nonprofit educational purposes;
2. the nature of the copyrighted work;
3. the amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
4. the effect of the use upon the potential market for or value of the copyrighted work.”

X. Acceptable Use Policy¹⁵

Access to telecommunications will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with people throughout the world. The Atlanta County Board of Education believes that the benefits to students from access in the form of information resources and opportunities for collaboration exceed the disadvantages.

A. Students¹⁶

Access to the school's Internet is provided for educational purposes and research consistent with the school system's educational mission and goals.

¹⁴ University High School Library. (2007). *Uni High Library Patron Conduct Policy*. Urbana, IL: University of Illinois. Retrieved on November 3, 2008 from <http://www.uni.uiuc.edu/library/policies/copyright.php>

¹⁵ Whitfield County School Board. (2002) *Whitfield County Internet Acceptable Use Policy*. Dalton, GA: Whitfield County School District. Retrieved on October 30, 2008 from <http://techservices.doe.k12.ga.us/edtech/downloads/whitfieldgeneralAUP.pdf>

¹⁶ Whitfield County School Board. (1996) *Whitfield County Student and Teacher Appropriate Use Regulations*. Dalton, GA: Whitfield County School District. Retrieved on October, 30, 2008 from <http://techservices.doe.k12.ga.us/edtech/downloads/whitfieldteacherAUP.pdf>

All students shall also be required to sign said form affirming that they have read and understand the administrative procedure on "Student Internet and Appropriate Use" (see Appendix F) and understand the consequences for the violation of said administrative procedure.

1. Access

The use of the school system's Internet is a privilege, not a right. Inappropriate use may result in the cancellation of those privileges. The School Library Media Specialist, or designee(s) shall make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time.

2. Unacceptable Use

The user is responsible for all his/her actions and activities involving the network. Examples of prohibited conduct include but are not limited to the following:

A. Accessing materials or communications that are:

- Damaging to another's reputation,
- Abusive,
- Obscene,
- Threatening,
- Contrary to the school's policy on harassment,
- Harassing, or
- Illegal;

B. Sending or posting materials or communications that are:

- Damaging to another's reputation,
- Abusive,
- Obscene,
- Threatening,
- Harassing,
- Illegal, or
- Contrary to the school's policy on harassment;

C. Using the network for any illegal activity, including violation of copyright or other contracts or transmitting any material in violation of U.S. and State regulation;

D. Copying or downloading copyrighted material on any system connected to the School System's hardware/software without the owner's permission. Only the owner(s) or individuals specifically

authorized by the owner(s) may copy or download copyrighted material to the system;

E. Copying or downloading copyrighted material for the student's own use without the owner's permission. Students may redistribute copyrighted programs only with the owner's permission. Such permission must be specified in the document or must be obtained directly from the owner in accordance with applicable copyright laws, Board policy and administrative procedures;

F. Using the network for private financial or commercial gain;

G. Wastefully using resources;

H. Utilizing any software having the purpose of damaging the school unit's system or other user's system;

I. Gaining unauthorized access to resources or entities;

J. Invading the privacy of individuals;

K. Using another user's account or password;

L. Posting material authorized or created by another without his/her consent;

M. Posting anonymous messages;

N. Using the network for commercial or private advertising;

O. Forging of electronic mail messages;

P. Attempting to read, delete, copy or modify the electronic mail of other system users and deliberately interfering with the ability of other system users to send/receive electronic mail;

Q. Using the network while access privileges are suspended or revoked; and

R. Using the network in a fashion inconsistent with directions from teachers and other staff and generally accepted network etiquette.

XI. Patron Conduct Policy¹⁷

- The SLMC's mission is to ensure equal access of materials to all its patrons. Therefore, theft in any form will not be tolerated.
- Because of the potentially disastrous effects on costly books, audio-visual equipment and computers, eating is not permissible in the SLMC. Food brought into the SLMC must remain in lunch sacks or backpacks, or will be confiscated and held by the SLMC staff until the student leaves the SLMC.
- Noise or disruptive behavior by SLMC patrons will result in a "friendly reminder." If a second warning is warranted, the patron may be asked to leave the SLMC. If behavior is sufficiently disruptive, the patron may be asked to leave immediately with no prior warnings.
- Because of classroom instruction duties and a sometimes hectic in-library reference program, SLMC staff is unfortunately not able to monitor student test taking in the SLMC. Therefore teachers should understand that students who are sent to the SLMC to take a test do so on the individual honor system.

XII. Privacy Policy

The SLMC will operate in accordance with the American Library Association's *Code of Ethics* and will¹⁸:

- Protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.
- Respect intellectual property rights and advocate balance between the interests of information users and rights holders.

¹⁷ University High School Library. (2007). *Uni High Library Patron Conduct Policy*. Urbana, IL: University of Illinois. Retrieved on October 30, 2008 from <http://www.uni.uiuc.edu/library/policies/behavior.php>

¹⁸ ALA Council. (2008). *Code of Ethics of the American Library Association*. American Library Association. Retrieved on November 6, 2008 from <http://www.ala.org/ala/aboutala/offices/oif/statementspols/codeofethics/codeethics.cfm>

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