

INSTRUCTION

WSD LIBRARY COLLECTION DEVELOPMENT PROCEDURE

INTRODUCTION

The primary objective of the school library /media center is to implement, enrich and support the educational program of the district by:

- A. Providing resource materials, both curricular and personal for students and faculty;
- B. Providing materials that meet the interest, vocabulary, maturity and ability levels of all students;
- C. Fostering reading as a lifelong activity through pleasurable exposure to printed materials; and
- D. Implement procedures that fulfill the policies as outlined in the American Library Association Library Bill of Rights (appendix A).

To fulfill this objective, principles must be placed above personal opinion and reason above prejudice in the selection of materials of the highest quality and appropriateness. All purchases, including gifts, should meet the same standards.

OBJECTIVE

The objective of this library collection development procedure is to guide Teacher-Librarians, as well as inform the Wenatchee School District community, about the process for selecting, acquiring, evaluating and maintaining library materials.

In order to better respond to the unique needs of each school, the collection development process should be based upon an assessment of student and staff needs. Procedures should conform to the Wenatchee School District's mission to assist students in becoming "contributing community citizens with a global perspective."

SELECTION AND ACQUISITION

The certificated Teacher-Librarian has the final responsibility for the selection of all school library materials.

All items selected for and placed in the school library shall be selected in accordance with this procedure. Format of library materials includes, but is not limited to:

- Books (hardbound or paperback)
- Newspapers
- Periodicals (paper, electronic, online)
- World Wide Web

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- Online media
- Access to online communication forums
- Licensed software, databases, and other electronic formats
- Slides
- Films and Videos
- Pictures
- Audio recordings
- Music and musical scores
- Pamphlets
- Archival materials
- Maps
- Government documents
- CD-ROMS and laser discs
- Realia
- Games

The school library actively encourages recommendations by school faculty, students, and community patrons. In all cases, the Teacher-Librarian is responsible for verifying, before purchase of resources or acceptance of a gift, that the recommended items meet any or all of the following district library selection criteria:

- Educational significance
- Subject matter contributes to the curriculum and to the interests of the students
- Favorable reviews found in standard selection sources
- Favorable recommendations based on preview and examination of materials by professional personnel, such as academic subject specialists
- Reputation and significance of the author, producer, and publisher
- Validity, currency, and appropriateness of material
- Contribution the material makes to breadth of representative viewpoints on controversial issues
- High degree of potential user appeal
- High artistic quality and/or literary style
- Quality and variety of format
- Value commensurate with cost and/or need
- Timeliness or permanence
- Integrity

ALA recommended resources for the selection of materials:

- Vendor catalogs
- *American Historical Fiction*
- *Basic Book Collection for Elementary Grades*
- *The Best in Children's Books*

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- *Children and Books*
- *Children's Catalog*
- *Elementary School Library Collection*
- *European Historical Fiction and Biography*
- *Guide to Sources in Educational Media*
- *Junior High School Catalog*
- *Reference Books for School Libraries*
- *Subject Guide to Children's Books in Print*
- *Subject Index to Books for Intermediate Grades*
- *Subject Index to Books for Primary Grades*
- *Westinghouse Learning Directory*

Current reviewing media:

- *AASA Science Books and Films*
- *American Film & Video Association Evaluations*
- *Booklist*
- *Bulletin of the Center for Children's Books*
- *Horn Book*
- *Kirkus Reviews*
- *School Library Journal*
- *Media and Methods*
- *VOYA*

The following criteria for selection will be used as they apply:

1. Learning resources shall support and be consistent with the general educational goals of Washington State and Wenatchee School District and the aims and objectives of individual schools and specific courses.
2. Learning resources shall meet high standards of quality in factual content and presentation.
3. Learning resources will be appropriate for the subject area and for the age, taking into consideration emotional development, ability level, learning style and social development of the students for whom the materials are selected.
4. Physical format and appearance of learning resources shall be suitable for their intended use.
5. Learning resources shall be designed to help students gain an awareness of our pluralistic society.

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6. Learning resources shall motivate students and staff to examine their own duties, responsibilities, rights, and privileges as participating citizens in our society, and to make informed judgments in their daily lives.
7. Learning resources shall be selected for their strengths rather than rejected for their weaknesses.
8. The selection of learning resources on controversial issues will be directed toward maintaining a diverse collection representing various views.

GIFTS AND DONATIONS

Materials donated to the school library shall be accepted and/or discarded in accordance with the same criteria as applies to purchased materials.

ASSESSMENT AND INVENTORY

Deselection (weeding) of outdated and damaged materials is a natural part of the library's life cycle and maintenance of the quality and integrity of the collection. The Teacher-Librarian should evaluate the library collection on a continuing basis in order to assure that the collection meets the mission statement and goals of Wenatchee School District.

In order to effectively evaluate the status of materials, and to ensure the accuracy of the catalog, inventory of the library collection should be carried out on a periodic basis. The results of this inventory should inform and drive future selection and purchasing of materials.

Reasons for deselection may include:

- Poor physical condition
- Material has not circulated for a reasonable amount of time
- Outdated in content, use, or accuracy
- Poor in quality
- Inappropriate in reading level
- Duplicate information which is no longer in heavy demand
- Unattractive format, design, graphics, and illustrations
- Contains information which is inaccessible due to lack of a table of contents, adequate indexing, and/or searching capabilities
- Material not selected in accordance with general selection criteria

RECONSIDERATION OF LIBRARY/MEDIA MATERIALS

When a concern is expressed about library resources, the Teacher-Librarian needs to consider both the citizen's right to express an opinion and the principles of intellectual freedom.

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Wenatchee School District Teacher-Librarians support the right of students, parents, or legal guardians to challenge the appropriateness of materials for themselves or their child/ward.

The citizen's request for Reconsideration of Library Resources form is used to notify the Wenatchee School District Learning and Teaching department of an objection to information resources available in the library.

Procedures for reconsideration of library materials:

1. The Teacher-Librarian should:
 - Discuss the complaint with the patron and listen carefully to his or her concerns
 - Explain why the material was selected, and how its inclusion in the collection was guided by the district collection development policy.
 - Share review source(s) for the material with the complainant.
2. If this informal process does not resolve the matter, the complainant may submit a formal Request for Reconsideration of Library Resources (appendix B). This procedure will follow that required in board policy 2020P, with the understanding that the criteria and rationale for reconsideration of library resources will differ from the criteria and rationale for reconsideration of classroom/curricular instructional materials.
3. The building principal will be informed whenever a citizen requests a Request for Reconsideration of Library/Media Materials form.
4. The material shall remain in the library collection until the process is completed and a decision made.

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APPENDIX A: The American Library Association Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
2. 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.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. 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.

Adopted June 18, 1948.

Amended February 2, 1961, and January 23, 1980,
inclusion of "age" reaffirmed January 23, 1996,
by the ALA Council.

DECLARACIÓN DE LOS DERECHOS DE LAS BIBLIOTECAS

La Asociación de Bibliotecas de los Estados Unidos (American Library Association) afirma que todas las bibliotecas son foros abiertos para la información y las ideas, y que las siguientes normas básicas deben dirigir sus servicios.

1. Con el fin de satisfacer el interés de sus usuarios y darles acceso a todo tipo de información, toda biblioteca debe poner sus libros y otros recursos a la disposición de todos los integrantes de la comunidad a la cual sirve.
2. Toda biblioteca debe proveer información y materiales que representen todos los puntos de vista sobre temas históricos y de actualidad. Ningún material debe ser prohibido ni retirado de circulación por motivos doctrinarios o partidistas.
3. En su misión de proveer información sin restricciones, toda biblioteca debe enfrentarse a todo acto y tipo de censura.
4. Toda biblioteca debe cooperar con todos los individuos y grupos interesados en oponerse a cualquiera restricción a la libre expresión y el libre acceso a las ideas.
5. No se le debe negar a ninguna persona el derecho de usar la biblioteca por motivos de origen, edad, antecedentes personales o punto de vista.

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6. Toda biblioteca que cuente con espacio disponible para exhibiciones o reuniones pœblicas, debe ofrecerlo en forma equitativa, sin tener en cuenta la creencia o afiliación de los individuos o grupos que soliciten su uso.

Adoptado el 18 de junio 1948. Enmendado el 2 de febrero de 1961 y el 23 de enero de 1980, la inclusión de “edad” reafirmada el 23 de enero de 1996 por el Consejo de la Asociación de Bibliotecas de los Estados Unidos (Council of the American Library Association).

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APPENDIX B:

Wenatchee School District Request for Reconsideration of Library Resources

Name of Requester _____

Address _____ Phone _____

School _____

1. Type of Material:

Library book	[]	Periodical	[]	Model	[]
Pamphlet	[]	Recording	[]	Video	[]
Web-based	[]	Software	[]	Other:	_____

2. Exact Title _____

Author _____ Publisher _____

3. Requester represents: Self _____ Organization _____

4. Statement of objections [please be specific], cite pages, concepts, vocabulary, source, etc.

5. What, in your opinion, is the impact of the material on the student or students?

6. What, in your opinion, are the good points of the material?

7. Did you read, see, or hear the entire content? If not, what parts?

8. In your opinion, what is the purpose of this material?

9. What recommendation would you make in regard to this material?

10. Would you recommend something be used in its place? Specifically, what would you suggest?

Signature of Requester

Date

If you need room for more comments, please attach a second sheet of paper.

Please submit this document to the instructional materials

10/10/06

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