

Pennsbury School District

School Board Policy

Effective Date	Supersedes Index No.	Index No.
9/18/08	NEW	109.2

Title: Library Collection Development

Purpose: To define the Library Collection Development Policy which establishes and communicates general guidelines for providing resources for school libraries.

Policy: The school library program provides a collection of instructional, informational, and recreational resources for the school community. The collection includes, but is not limited to, traditional print materials, audiovisual resources, and electronic resources. It should reflect both the curricular needs and learning styles of the students and be consistent with the philosophy and goals of the school district.

The purpose of this collection development policy is to adopt criteria for the selection and replacement of library materials in the school libraries of the Pennsbury School District. The policy is guided by the principles set forth in the American Library Association's Bill of Rights and the Pennsylvania Guidelines for School Library Information Programs (1999).

Each school's professional librarian has responsibility for selecting library materials. The selection process may include collaboration with faculty, students, administrators, and the community.

Selection Criteria

The following criteria should be used in selecting school library materials:

1. Resources should support the district's and school's educational goals and policies which reflect the Pennsylvania State Standards.
2. Resources should be selected to support, enrich, and extend the school's curriculum and to encourage informational and recreational reading, viewing, and/or listening.
3. Resources should be selected with consideration for the users' diverse abilities, backgrounds, cultures, languages, and maturity levels. Materials

intended for student use should be appropriate for the subject area and for the age, social development, ability levels, special needs, and learning styles of students served by the collection.

4. Resources should represent various viewpoints on controversial issues, as recommended by the Pennsylvania School Library Bill of Rights, so students learn to explore, analyze, and make intelligent judgments.
5. The value of the work should be examined as a whole and given greater weight than individual words, phrases, or passages contained in the work.
6. Resources may also be considered by the following factors:
 - Accuracy and currency of information
 - Readability levels
 - Reputation and significance of the author and/or illustrator
 - Arrangement and organization of the material (ex. glossaries, table of contents, etc...)
 - Artistic quality and/or literary style
 - Need for duplicate copies of extensively used materials
 - Need to replace worn, damaged, or missing materials

The collection should be continuously assessed to reflect changes in curriculum and student needs using standardized test scores, reading levels, curriculum mapping, teacher surveys, and other profiling tools.

Deselection of Materials (Weeding)

Deselection or “weeding” is an evaluative and continual process to withdraw and discard resources that have outlived their usefulness. Deselecting materials improves circulation by maintaining a high level of quality and relevance in the collection. The librarians are encouraged to weed their collections on an on-going basis in order to maintain materials that are still useful and timely. The school librarian with the assistance of staff and/or local experts on the subjects being reviewed make deselection decisions based on one or more of the following criteria:

- Poor physical condition
- Seldom circulated
- Out-of-date
- Newer edition or format available
- Duplicates – Copies that are no longer needed, especially when none seem to be circulating or used, a single copy may be all that is needed
- Subject matter of no value to the curriculum or needs of the students
- Equipment no longer available to view/play (applies to obsolete audiovisuals)

The librarian will present a list of recommendations for deselection to the building principal, who will review and send the approved list to the Assistant Superintendent for Curriculum and Instruction for final approval. Disposal

will be handled at the building level. Weeded materials that have out-of-date information should not be given to classroom teachers to use, unless they are clipping pictures for projects.

Handling Of Challenged Materials

The review of challenged material will be treated objectively and as an important routine action. Every effort will be made to consider objections, keeping in mind the best interests of the students, school, curriculum, and community. The review procedure will serve to recognize differences of opinion in an impartial and factual manner.

A complaint about a book or other resource material will be given consideration if the complainant is a resident or an employee of the district

The use of the material being reconsidered will not be restricted unless an appointed advisory committee has ruled against its continued use. The established procedures for reconsideration of approved materials, found in the Board Policy titled “Educational Materials Selection,” will be used to address the handling of challenged materials within a library collection.

Gifts

All gifts will be judged by the same criteria as purchased materials, and accepted or rejected accordingly.

Responsible

Administrator: Assistant Superintendent, Curriculum and Instruction