Collection Development Policy

Metcalfe County Middle School

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Philosophy and Goals

Materials Selection Philosophy
The Metcalfe County Middle School Media Center will:
- Develop a collection that meets its patrons’ needs; educationally, recreationally, and age-appropriate.
- Provide students and staff access to all forms of materials, print and non-print, which align with the Kentucky Core Content for Assessment and Metcalfe County Middle School’s curriculum.
- Provide the best possible media collection with the financial resources available.
- Periodically evaluate the library collection to ensure that the library media center is providing the most current and reliable informational resources.
- Endeavor to create an attractive, up-to-date, balanced collection.
- Strive to represent all fields of knowledge and all sides of issues in a neutral, unbiased manner, as availability, budget, and space permit.
- Acknowledge and strive to observe the American Library Association Library Bill of Rights

Goals
The goals of the Metcalfe County Middle School Media Center are to:
- Provide an environment where learning can take place.
- Support the curriculum of the school, meet the diverse learning needs of the students, and meet the Program of Studies and Kentucky Core Content for Assessment for each grade level.
- Help foster a lifelong interest in reading and the ability to obtain information.

Responsibility for Selection
The school library media specialist is ultimately responsible for the selection and ordering of materials and equipment. Even though members of the school community may request, recommend, or refer items for addition, the LMS is most qualified to evaluate the collection as a whole. The LMS can also identify suitable alternatives already incorporated into the collection. The LMS is responsible for the overall maintenance and quality of the library’s collection.

Collection Guidelines
The library must contain a wide selection of materials in each of the core subject areas. These include math, science, social studies, language arts, arts and humanities, and practical living. It should also contain materials to support special programs. In addition, there should be a wide variety of reference materials readily available to students in the form of reference books, websites, databases, etc. The library should also carry current events selections in the form of newspapers and magazines. The collection should be inclusive enough and support the curriculum so well that any given teacher of any given subject could come and find information on the topic they are covering in class.
Meeting Program/Patron Needs

There are certain programs within the school setting that the library must meet the needs of. The library is obligated to meet patron needs as well. The library will supply materials for Spanish-speaking, visually impaired, and hearing impaired students as needed.

Collection Formats

A. Print Materials
1. Non-fiction books appropriate for 6th through 8th grade students. There will be a limited number of materials for students who are below 6th grade reading level and those that are excelling beyond 8th grade reading level.
2. Non-fiction books appropriate for 6th through 8th grade students. There will be a limited number of materials for students who are below 6th grade reading level and for those that are excelling beyond the 8th grade reading level.
3. Reference materials include dictionaries, thesauri, encyclopedias, atlases, almanacs, and yearbooks on age appropriate levels.
4. Periodical subscriptions will be purchased, as the budget allows, for students as well as teacher resources.
5. Internet-based resources that support the curriculum and state standards.

B. Non-Print Materials
1. DVDs will be purchased to replace older videocassettes and to provide any new content as the budget allows.
2. Electronic material including electronic versions of reference materials, computer software, books on tape, tests, etc. will be purchased as library media center budget allows.
3. Equipment including DVD players, digital cameras, CD players, etc. will be purchased if needed and the library media center budget allows.

Selection Guidelines

1. The materials are appropriate for the age level of the library’s patrons.
2. The materials meet the state, district, and school curriculum goals and objectives and meet the diverse learning needs of the students.
3. The materials provide basic leisure reading opportunities.
4. The materials are appropriate for the emotional development, ability level, and learning styles of the students.
5. The materials maintain content accuracy.
6. The materials are cost effective.
7. The materials are of a format that is durable for the intended circulation.
Specific Process

The following factors will be taken into consideration when selecting materials for the collection:

Books
- readability, clarity, and ease of use
- durability of bindings
- timeliness and permanence of material
- current and projected demand
- accuracy and authenticity
- current and historical significance
- authority and reputation of the author, publisher, and/or producer

Reference Books
- cost effectiveness in terms of probable use
- reputation of publisher
- overall quality
- user friendliness
- lasting value of the content

Magazines and Periodicals
- leisure reading needs of the students
- curriculum support
- resources for teachers
- cost, availability, and projected use

Non-Print Materials and Electronic Resources
- educational significance
- quality of format
- degree of potential user appeal
- information is accurate and reliably maintained
- attractive graphics
- searching capabilities
- support

Selection Aids
Tools used in selection include professional journals, trade journals, subject bibliographies, publishers’ promotional materials, and reviews from reputable sources. Suggestions from patrons are welcome and provide librarians with useful information about interests or needs that may not be adequately met by the collection. Patron suggestions will be governed by this policy when making additions to or deleting from the collection. Outside professionals may also be consulted on an as-needed basis. Examples of selections aids to be consulted might include the following:

- ALA: Best Books and Notable Books Lists (annual)
- Best Book for Young Teen Readers Grades 7-10
- Booklist (24 issues/yr)
- Bulletin of the Center for Children’s Books
- Children’s Catalog
- Horn Book Guide Online
- LMC: Library Media Connection (formerly Book Report and Library Talk)
- Middle and Junior High School Library Catalog
- Notable Social Studies Books for Young People
- Outstanding Science Trade Books for Students K-12
- Recommended Reference Books for Small and Medium-sized Libraries and Media Centers, 2000
- School Library Journal

**Budget**

At this point in time, there is no set budget in place for the library media center. The media center will rely on funds from the school and fund raisers such as, but not limited to, book fairs, Box Tops for Education, etc.

**Acquisition Policies**

The media center at Metcalfe County Middle School will search to find the best deals on the materials needed for the media center. The LMS will take into consideration cost-effectiveness as related to base cost and cost of processing materials.

**Maintaining the Collection**

Evaluation of the collection will be an on-going process. The LMS will gather information about the collection from a variety of reports available in Follett. These reports will give statistics on age, circulation, and patron usage. This information will be analyzed to determine the value of each item or group of items in the collection. The LMS will also use curriculum mapping to determine the value of the collection and make sure that it has breadth, depth, and is well understood.

Materials in a collection are not retained indefinitely. The primary/core collection consists of the materials needed and used by students, faculty, and staff. The core collection consists of standard works of proven scholarly value, materials having probable use, and current acquisitions. Materials that have outlived their usefulness and do not fall within the core collection criteria are subject to weeding.

**Weeding**

Weeding is a continuous process in order to maintain a collection of useful materials. Weeding is as essential as collection development to keep the core collection active and academically useful. The collection must be checked regularly for outdated and worn items. There are benefits to weeding: create space, create an atmosphere of order, save time in locating items, and reflect changes in students’ interests and the school’s programs.
Criteria for Weeding
- appearance and condition; unattractive packaging, dull or small print, missing pages or parts
- content not accurate, does not meet needs, and poor presentation
- format and presentation
- not used in the past five years
- of no interest to the students
- out-of-date materials; dated techniques
- duplicate titles of materials no longer in demand

Donations
The MCMS Library Media Center is happy to accept donated items. However, each item will be scrutinized using the same policy and procedures as new items. Items will be accepted at the discretion of the LMS based on these criteria. Donated items that do not meet the selection guidelines outlined in this collection development policy will be discarded at the discretion of the LMS.

Checkout Procedures

Length of Time
Books will be due back to the library in two weeks (14 days). Students must sign and return the Library Media Center Student Contract form before they may check out books.

Lost or Damaged Books
Patrons must pay replacement cost for lost or damaged books. Books overdue by 30 days will be considered lost and must be paid for. Patrons may not check out materials until lost or damaged books are paid for.

Reconsideration of Materials

Despite the selection procedure criteria, occasionally a resource may come into question by a parent, faculty, or community leader. Any person or persons in the Metcalfe County School district may formally challenge any materials in the Metcalfe County Middle School Library Media Center based on educational appropriateness.

A. Request for Informal Reconsideration
1. Challenger may discuss with the principal and/or library media specialist a request for material reassessment.
2. The principal and/or library media specialist will explain the criteria for selecting this particular challenged material as well as the selection process.
3. If the challenger is still not satisfied, he/she will be given the opportunity to file a formal complaint.
B. Request for Formal Reconsideration

1. A request for Reconsideration of Learning Resources form will be given to the citizen filing the complaint.
2. The request should then be completed and signed by the challenger and filed with the principal.
3. The principal will then present the Request for Reconsideration of Learning Resources to the Metcalfe County Middle School Sited Based Decision Making Council.
4. The Site Based Decision Making Council will then decide whether the opposed material has met the criteria for selection in the MCMS Library Media Center's collection development policy.
5. The Site Based Decision Making Council will make the final decision about the challenged material. The LMS and challenger will be informed of the SBDM decision.
6. Individuals may appeal the Council’s decision concerning challenged materials under the Board’s policy on appeal of SBDM decisions.
Appendix

- Library Bill of Rights
- Request for Reconsideration of Materials
- Library Media Center Student Contract
- References
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.

I. 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.

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 library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries that 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.
# Request for Reconsideration of Instructional/Library Materials

**SCHOOL** ____________________________  **TEACHER** ____________________________

<table>
<thead>
<tr>
<th>Please check type of material:</th>
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<tbody>
<tr>
<td>□ Book</td>
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<td>□ Film</td>
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<td>□ Pamphlet</td>
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<td>□ Audiocassette</td>
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<td>□ Video</td>
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<tr>
<td>□ Other</td>
<td></td>
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</tbody>
</table>

**TITLE** ____________________________________________________

**AUTHOR** ____________________________________________________

**PUBLISHER/PRODUCER** ________________________________________

Request initiated by ______________________________ ______________________________

Telephone __________________________ Street Address __________________________

City __________________________ State __________ ZIP Code ________________

Complainant represents □ himself □ herself □ organization, specify ________________________

Please answer the following questions after you have read, viewed, or listened to the school instructional/library material in its entirety.

1. Have you read, viewed, or listened to the material in its entirety? □ YES □ NO

2. Have you discussed this work with the teacher/librarian who assigned/ordered it? □ YES □ NO

3. What do you find objectionable in the material? (Please be specific, cite pages, frames in a filmstrip, film sequence, et cetera.)

   ______________________________________________________

   ______________________________________________________

   ______________________________________________________

4. What do you believe is the theme or purpose of this material?

   ______________________________________________________

5. What do you feel might be the result of a student’s using this material?

   ______________________________________________________

6. For what age group would you recommend this material?

   ______________________________________________________

7. Is there anything good in this material? Please comment.

   ______________________________________________________

8. Would you care to recommend other school library material of the same subject and format as a replacement?

   ______________________________________________________

9. What action do you desire school personnel to take as a result of this written request for reconsideration?

   ______________________________________________________

   If sufficient space is not provided, attach additional sheets. Please sign your name to each additional attachment.

   Complainant’s Signature ____________________________ Date ____________________________

Please return completed form to the school principal.
When a student borrows (checks out) a book, he/she assumes the responsibility to return the book in good condition and on time for others to use. To ensure that the students have the opportunity to use all the books and materials at MCMS, we have approved the following circulation policy and contract form.

- Students may check out 2 books.
- Books are due in 2 weeks.
- To renew a book, you must have the book with you.
- Students will not be allowed to check out another book if he/she has overdue books.
- If a book has been lost or damaged beyond repair, the student/parent will be charged the current replacement cost of the book OR students shall do school chores to pay off the charges of the book.
- Reminders will be sent out every four weeks, one with progress reports and one with the report card.
- Books not returned 30 days after the due date are considered lost and the child/parent is responsible for the replacement cost.

It is also the policy of Metcalfe County Middle School that all students must have a signed parental permission on file prior to checking out library books. Please complete the form below and return it to the school. Please help us stress the importance of taking care of borrowed materials and returning them promptly. This is a good way for students to learn responsibility.

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- I give my child __________________ permission to check out books in the library this year.

- I will review proper care of books with my child and help them to take care of library books when they are brought home.

- I will help my child find a place to keep their books when they are at home (away from pets and/or little brothers and sisters).

- If my child has lost or damaged a book, I will gladly pay for its replacement.

__________________________  _________________________
Parent's Signature        Child’s Signature

__________________________
Date     Grade
References


