

LIBRARY MEDIA CENTERS

Eastmont Library Collection Development Procedure

Introduction

The primary objective of the school library (including all services and media resources) is to implement, enrich and support the educational program of the Eastmont School District by:

- A. Providing 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. Providing a diversity of materials in the interest of achieving a balance of sources and perspectives;
- D. Fostering reading as a lifelong activity through pleasurable exposure to printed materials; and
- E. Including materials in the collection because of their academic, literary, and/or artistic value and merit;
- F. Implementing procedures that fulfill the policies as outlined in the following documents with active links:
 - [American Library Association Library Bill of Rights](#)
 - [Code of Ethics of the American Library Association](#)
 - [The American Library Association Freedom to Read Statement](#)
 - [The American Library Association Freedom to View Statement](#)
- G. Providing Materials to support the attainment of the State's learning goals; and
- H. Acting as instructional partners and informational specialists with teachers to develop student's information and technology skills.

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 policy is to guide Teacher-Librarians, as well as inform the Eastmont 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 Eastmont School District's mission to assist students in becoming "contributing community citizens with a global perspective."

Selection and Acquisition

The final responsibility for selecting school library materials is delegated to the teacher-librarians.

All items selected for and placed in the school library shall be selected in accordance with this procedure. Library materials or digital services are those items accessible through the library information and technology program that provide support for an area of the curriculum, information for independent study, or resources for enrichment and recreational interest. Electronic resources include access to electronic documents, databases, and websites.

The school library actively encourages recommendations by school faculty, students, parents, and community members. 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
- Other Teacher-Librarians
- Book Talks
- *American Historical Fiction*
- *Basic Book Collection for Elementary Grades*
- *The Best in Children's Books*
- *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*
- *Library Media Connection*

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 Eastmont School District and the aims and objectives of individual schools and specific courses.
2. Learning resources will support and be consistent with school library media and information literacy standards established by the American Association of School Librarians as well as content area standards established by the Office of the Superintendent of Public Instruction of the State of Washington.
3. Learning resources shall meet high standards of quality in factual content and presentation.
4. 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.
5. Physical format and appearance of learning resources shall be suitable for their intended use.
6. Learning resources shall be designed to help students gain an awareness of our pluralistic society.
7. 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.

8. Learning resources will clarify historical and contemporary forces by presenting and analyzing intergroup tension and conflict objectively, placing emphasis on recognizing and understanding social and economic problems.
9. Learning resources shall be selected for their strengths rather than rejected for their weaknesses.
10. 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 the Eastmont 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 de-selection may include:

- Poor physical condition
- Material has not circulated for a reasonable amount of time
- Outdated in content, use, or accuracy
- Inappropriate in reading level
- Duplicate information which is no longer in heavy demand
- Unattractive format, design, graphics, and illustrations
- Superseded by newer editions
- Material not selected in accordance with general selection criteria

Library Resources Review Process

Any Eastmont School District resident or employee of the school district may ask that a specific title in the library be reviewed or reexamined. 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. This request will not be considered to reflect adversely on the qualifications of the person or persons who made the selection.

The Request for Reconsideration of Library Resources Form 2021-F is used to notify the Eastmont School District of an objection to resources available in the library.

Procedures for reconsideration of library materials:

Informal Reconsideration

1. Eastmont School District residents or staff members wishing to make a complaint regarding library resources will be asked to direct their complaint to the Teacher-Librarian if it is at a secondary school or to the administrator in charge of library paraeducators if it is at an elementary school. The Teacher-Librarian or elementary administrator will attempt to resolve the issue informally by:
 - Discussing the complaint with the resident or staff member and listening carefully to his or her concerns.
 - Explaining why the material was selected, and how its inclusion in the collection was guided by the district collection development policy.
 - Offering the option of excluding the ability for their student to check out the book.

Formal Reconsideration

1. If this informal process does not resolve the matter, the resident or staff member may submit a formal Request for Reconsideration of Library Resources Form 2021-F. The requester must have read the entire piece of work being examined before submitting the request.
2. After the resident or staff member is given the formal request document, the building principal will be informed by the end of the following school day.
3. The Request for Reconsideration of Library Resources Form 2021-F must be signed by the person making the request and filed with the Superintendent/ Superintendent designee. The superintendent will inform the school board of the request.
4. The library material being examined shall remain on the library shelves until the process is completed and a decision is made.
5. Within 10 school days after receiving the Request for Reconsideration of Library Resources Form 2021-F, the Superintendent/designee will file the request with an appointed Review Committee.
6. The Review Committee shall be made up of 7 members:
 - a. The secondary Teacher-Librarian(s) at whose school the book is being challenged or the supervising administrator of elementary library paraeducators if the challenge is at an elementary school library.
 - b. Two Teacher-Librarians from other schools, preferably one who also provides the questioned material for circulation.
 - c. A department chair.
 - d. One member of the central administrative staff designated by the superintendent. This person will act as chairperson for the committee.

- e. One parent from the community, appointed by the building principal.
 - f. The building principal in whose school the book is being challenged.
7. The Review Committee will meet within 20 school days from the time the superintendent receives the formal Request for Reconsideration of Library Resources Form 2021-P. The chairperson may deem it necessary to extend any of the deadlines because of the length or availability of the challenged material. In such circumstances the committee chair will notify the committee members, the requester, and the superintendent of the extended dates.
8. All members of the committee must have read the questioned material before meeting.
9. The Review Committee Chair will:
 - a. Distribute copies of the written Request.
 - b. Distribute copies of reputable, professionally prepared reviews of the questioned materials which will be provided by the librarians participating on the committee.
 - c. Give the requester an opportunity to expand on the Request form contents.
 - d. Make sure that written notes are kept of the proceedings.
10. The Committee may request individuals with special knowledge to present information.
11. The Review Committee will:
 - a. Examine the Request for Reconsideration form;
 - b. Read and evaluate the book/material in question;
 - c. Study thoroughly all materials referred and read available reviews. The general acceptance of the materials should be checked by consulting standard evaluation aids and holdings in other schools;
 - d. Discuss the book/material in the context of the educational program and the audience for which it was selected;
 - e. Consider the entire work, rather than extracting passages or parts. Weighing the values and faults against each other and weighing the conflicting opinions based on the materials as a whole; and
 - f. Base the final decision upon the appropriateness of the material for its intended use.
12. The Review Committee shall, within 10 school days of their initial meeting, present their written decision, with its justifications, to the superintendent and to the person requesting the review.

13. The Review Committee may decide to:
 - a. Take no action on the questioned material.
 - b. Remove all or part of the questioned material.
 - c. Limit the educational access of the material.
14. The decision of the Review Committee may be appealed by a concerned party to the Eastmont School District Board of Directors, by submitting a written request to the Eastmont superintendent. The purpose of the Board of Director's review will be to determine whether the committee applied the appropriate criteria and followed the proper process.

The superintendent will notify the concerned parties of the findings of the board's review.

If the correct criteria and process were followed by the Review Committee, the decision of the committee stands. If it is determined they were not followed, the Board of Directors will determine the outcome of the challenge.

The decision regarding challenged materials will not be subject to reconsideration for a minimum of three years, unless there is a substantive change of circumstances as determined by the superintendent.