

Burton Street Elementary Library Media Center Collection Development Guidelines

Burton Street Elementary Library Media Center Vision/Mission

The mission of the Burton Street Elementary Library Media Center is to enable students to become effective users and creators of ideas and information by:

1. fostering an appreciation for literature and reading by developing a collection that is representative of all students' interests and abilities.
2. providing students and teachers with access to quality materials in all formats.
3. providing opportunities for critical thinking and social development.
4. preparing students to use technology and information safely, ethically, and responsibly through research, inquiry, and media literacy projects.
5. becoming empathetic and innovative thinkers and designers, challenging current ideas and creating their own.

Cazenovia Central School District Vision/Mission

We nurture every student's maximum personal, intellectual, and civic potential in a same and stimulating environment for all that fosters creativity, innovation, and readiness for a dynamic world.

Objectives

The Burton Street Elementary Library Media Center is guided by the principles set forth in the Library Bill of Rights and its interpretative statements, including "Access to Resources and Services in the School Library", the American Library Association's Freedom to Read statement, and The Students' Right to Read statement of the National Council of Teachers of English (Appendix 1).

The Burton Street Elementary Library Media Center collections:

- Support the learning and instructional needs of the school community.
- Appeal to the diverse interests of individuals in the school community.
- Provide access to quality and diverse literature for all library stakeholders.
- Provide materials in multiple formats to meet various student needs
- Support students with technology to facilitate information access, creativity, and media creation.
- Position the library as a partner in lifelong learning

Acquisition Procedures

- Responsibility for the selection of library materials rests with professionally trained library personnel. [, and final purchases are approved by Cazenovia Central School District administration as indicated in Cazenovia School District's Board of Education policy.]

- Professional library personnel may seek recommendations from teachers, students, parents, school committees, and the school community, as appropriate.
- Gifts and donated materials shall be judged by the selection criteria and shall be accepted or rejected according to those criteria.
- Selection is an ongoing process that includes removing materials that are no longer used or needed, adding materials, and replacing lost and worn materials that still have educational value.
- Selection Criteria

Materials should:

- Support and enrich the curriculum and/or students' personal interests and learning.
- Meet high standards in literary, artistic, and aesthetic quality; technical aspects; and physical format.
- Balance cost with need, considering current availability within the district [nearby schools, region, network, etc], longevity of use, and relation to the existing Burton Street Elementary Library Media Center collection.
- Be appropriate for the subject area and for the age, emotional development, ability level, learning styles, and social, emotional, and intellectual development of the intended audience for whom the materials are selected.
- Incorporate accurate and authentic factual content from authoritative sources.
- Earn favorable reviews in standard reviewing sources and/or favorable recommendations based on preview and examination of materials by professional personnel.
- Represent differing viewpoints [on controversial issues without promoting intolerance, prejudice, or discrimination against protected persons or groups.]
- Provide a global perspective and promote inclusion and diversity by including materials by authors and illustrators of all cultures.

Collection Analysis

- An analysis of the collection is completed through a book vendor at least once per year.
 - Example: Titlewave Collection Analysis, Mackin Collection Analysis, etc.
- Collection analysis results are used to:
 - Identify content gaps in the collection
 - Assess the age of the collection, and identify outdated titles
 - Assess the balance of the collection between genres and fiction/nonfiction
 - Diagnose cataloging errors
 - Audit the collection for diverse perspectives

Deselection Procedures

- The Burton Street Elementary Library Media Center professional staff will evaluate collections annually for deselection purposes.
- The Burton Street Elementary Library Media Center professional will consider recommendations for deselection from teachers, students, school committees, and others as appropriate.

- Decisions for deselection will be made by the Burton Street Elementary Library Media Center professional staff based on deselection criteria and data collected during the evaluation process.

Decisions for deselection will include ongoing considerations of the selection criteria as well as:

- Usage
- Relevance
- Accuracy
- Currency
- Condition
- Format

Reconsideration of Challenged Materials

Despite the care taken to select diverse, quality materials for student and teacher use and the qualifications of those involved in the selection process, objections to library resources that are deemed offensive or inappropriate may occur. Residents, employees, parents, and students of the district may express an informal concern or formal request for reconsideration of a Burton Street Elementary Library Media Center resource.

Informal Complaints

Persons with a complaint about print or digital resources purchased by the Burton Street Elementary Library Media Center should state their concerns to the librarian and principal. The librarian and principal will attempt to resolve the issue informally. As part of the discussion, the librarian and principal will explain the library's selection policy, selection criteria, diversity of the collection with resources from many points of view, and the selection process. Additionally, each parent/guardian has the right to determine the appropriateness of library resources for their children and should accord the same right to other families.

If the complaint is not resolved informally, the librarian and principal will direct the complainant to the policy set forth by the Cazenovia Central School District Board of Education. No library resources shall be removed or restricted from use as a result of the informal complaint.

Sources

ALA Office for Intellectual Freedom. *Selection & Reconsideration Policy Toolkit for Public, School, & Academic Libraries*. American Library Association, January 2018, <http://www.ala.org/tools/challengesupport/selectionpolicytoolkit>

Mardis, Marcia A. *The collection development program in schools*. 6th ed., Libraries Unlimited, 2016.

Created: 2/15/2022

Approved by [committee, Board, supervisor title]: DATE

Appendix 1

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 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.
- VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

<https://www.ala.org/advocacy/intfreedom/librarybill>

Interpretations of the Library Bill of Rights

<https://www.ala.org/advocacy/intfreedom/librarybill/interpretations>

Interpretations of the Library Bill of Rights: Access to Resources and Services in the School Library

The school library plays a unique role in promoting intellectual freedom. It serves as a point of voluntary access to information and ideas and as a learning laboratory for students as they acquire critical thinking and problem-solving skills needed in a pluralistic society. Although the educational level and program of the school necessarily shapes the resources and services

of a school library, the principles of the Library Bill of Rights apply equally to all libraries, including school libraries. Amended 2014.

Full statement at

<https://www.ala.org/advocacy/intfreedom/librarybill/interpretations/accessresources>

American Library Association: The Freedom to Read Statement

<https://www.ala.org/advocacy/intfreedom/freedomreadstatement>

The Students' Right to Read statement of the National Council of Teachers of English

<https://ncte.org/statement/righttoreadguideline/>

Appendix 2

YOUR SCHOOL OR DISTRICT Request for Reconsideration Form

Responsibility for selection and evaluation of the Burton Street Elementary Library Media Center materials has been delegated to the School Library System Director and professional staff, and reconsideration procedures have been established to address concerns about those resources. Completion of this form is the first step in those procedures.

If you wish to formally request reconsideration of the Burton Street Elementary Library Media Center resources, please return the completed and signed form to the librarian and principal.

Burton Street Elementary Library Media Center
37 Burton St, Cazenovia, NY 13035

Date _____

Name _____

Address _____

City _____ State/Zip _____

Phone _____ Email _____

Do you represent self? _____

Or an organization? _____ Name of Organization _____

1. Resource on which you are commenting:

Title _____

Author/Creator _____

Publisher _____

In which section or collection within the library is this resource located? _____

2. What brought this resource to your attention?

3. Did you read, view, or listen to the entire work? _____ Yes _____ No
If not, what sections did you review?

4. What specific pages or parts concern you about the resource?

5. What do you feel might be the result of reading, viewing, or listening to this work?

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

7. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?

8. What action are you requesting the committee consider?

Signature of the complainant

Date

Adapted from Ginger Tebo – SLLBOCES