

Town & Country School Library Media Center

Collection Development Policy

Responsibility

Town & Country School accepts responsibility for the selection of print and non-print materials used in its library media center. The library media specialist is authorized to select and obtain such materials. The selection of materials is determined with input from students, teachers, administrators, community members, and the state department of education's legal guidelines. Decisions are based on the selection policy, current literature in the field, reviews, and organizations including but not limited to the Scholastic Books, the American Association of School Librarians, the American Library Association, and the Oklahoma Library Association.

Community Profile

Town & Country School's mission is to improve the lives of students with learning differences by providing a nurturing environment for academic, social and personal growth. Underlying Town & Country School's approach to education is its recognition that each student is an individual. We believe that every child is entitled to individualized education that promotes social and academic achievements while developing responsibility, values and respect for self and others. We honor and encourage the unique talents of each child by providing interactive instruction that stimulates curiosity, discovery, and a love of learning. Town & Country's program differs from "pull-out" or "inclusion" programs found in other schools. Our individualized approach eliminates the student's fear of competing with other students who can think, read, write, communicate, and perform in a more expedient manner. We focus on the child's positive aspects and strengths instead of their deficiencies – thereby building their self-esteem and motivation. Town & Country accepts students with Learning Disabilities, ADHD, and Autism Spectrum Disorder. Our students are bright, creative, and engaged. They also learn differently in ways Town & Country understands, supports, and celebrates.

Community Needs Assessment

The purpose of the library media center is to serve members of the Town & Country School community. This is accomplished in three ways. First, the library media center is a learning center where students and other individuals can use a variety of resources to fulfill their learning needs. Second, it serves the needs of teachers and school staff by supplementing their curriculum with materials. Third, the library media center provides a place where high school students can take independent courses online via Edgenuity.

Policy Objectives

The objectives of the library media center's selection policy reflect and support the general goal of Town & Country School. The library media center strives to provide students with opportunities to grow and develop in an environment that promotes intellectual freedom, tolerance, and dedication. The mission statement of the library media center is to enrich the learning experience of students through the acquisition and use of information. This philosophy is supported by providing students and teachers with access to a variety of materials, teaching students to objectively analyze information, and promoting collaboration between all members of

the school community in order to create an optimal learning environment. The following are the specific objectives of the selection policy.

1. The library media center makes readily available a collection that includes a variety of materials and reflects the learning needs of the school and the community.
2. To support members of the school community by providing them with access to quality materials that adhere to the standards of Town & Country School.
3. To foster lifelong learning by promoting information retrieval and analysis as well as higher order thinking skills.
4. To develop a collection that reflects reader interest and encourages an appreciation for literature.
5. To provide students with information literacy skills that can enrich their learning experiences.
6. To support the curriculum needs of educators.
7. To maintain a collection that contains materials in a variety of formats.
8. To provide students with opportunities to use current technology in the retrieval of information.
9. To promote a positive, structured, and visually appealing learning environment that can accommodate various learning styles and needs.

Supporting Documents

The Town & Country School library media specialist acknowledges the following organizations and books, which influenced the creation of the collection development policy. Although the library media center supports them, reasonable efforts will be made to ensure that perspectives from other groups or individuals are considered when revision of the collection development policy is warranted.

1. Information Power: Building Partnerships for Learning
2. National Council of Teachers of English, the Student's Right to Read
3. Tulsa (OK) Public Schools
4. Groton (CT) Public Schools
5. Berkley (CA) Public Library
6. American Library Association, including Library Bill of Rights, Code of Ethics, and Freedom to Read statement.

Selection Criteria

1. The following criteria will be used to evaluate materials: educational meaningfulness, physical appearance and presentation, readability, factual accuracy, literacy or artistic style, and construction.
2. The media center contains educational resources and materials on all facets of the state mandated curriculum, including a focus on mathematics, science, language arts, history, and social studies, humanities, and vocational and technical subjects. Materials for personal enjoyment are also collected.
3. The materials should correlate with district curriculum requirements for students in second through twelfth grade, including objectives from the Oklahoma State Department of Education.

4. Emphasis will be placed on materials that directly support curriculum objectives and have reading levels appropriate for students with learning differences.
5. Selection will emphasize the entire work as opposed to particular words, phrases, or pictures.
6. Emphasis will be placed on items that add intellectual, aesthetic, and monetary value to the collection.
7. Cost of materials is a factor in the selection process due to budget considerations for the library media center.
8. Materials collected should be simple to use, store, and maintain. In addition, they should not pose any health risks and be safe for library patrons to use.
9. The majority of materials in the library media center are written in English, although resources used to teach other languages, bilingual education, and English as a Second Language (ESL) are collected.
10. The library media center will also provide patrons with materials relating to Oklahoma through author, subject, or publication.
11. The materials selected should reflect the diversity of student cultures, interests, abilities, and learning styles. They should also promote appreciation and respect for specific cultures, particularly those located in Oklahoma.
12. Materials selected should promote authentic educational growth and lifelong learning.
13. Materials should promote self-examination through presenting contrasting viewpoints regarding controversial issues.
14. The literary style and format of an item selected should reflect its subject and intended audience in its content, reading level, and popularity.
15. Issues of literary integrity such as merit, timeliness, content accuracy, format, creativity, and the author's and publisher's reputation will be considered.
16. Materials published within the last decade will be emphasized during the selection process.
17. Materials selected should be free of graphic content, particularly of a sexual nature or with explicit images.
18. Need and resource sharing are considerations in book selection.
19. Materials with special features will be judged by this selection policy according to the contents of the entire item.
20. The selection of materials will emphasize current technology in several formats. Materials that incorporate technology should be complete, in working order, and be compatible with current devices in the school.
21. The library media center will maintain reference and professional development sections to help patrons locate materials, including encyclopedias, dictionaries, and teacher resources that will support a diverse library collection.
22. The following non-print materials may be included in the collection:
 - a. Educational computer software such as Renaissance Place and Edgenuity programs.
 - b. Equipment, including televisions, video players, and projectors.
 - c. Toys, such as building blocks and other manipulatives.
 - d. Teaching materials and supplies, including audiovisual equipment and office supplies.
 - e. Teaching Equipment

23. Federal and state level government publications are an authoritative source of information, particularly for educational statistical data, reports, maps, and curricular materials. Patrons will be referred to the Town & Country Library Media Center for these resources.
24. The library media center will collect teacher resource materials that cover such topics as teaching methods, curriculum development, classroom management, vocational education, and special education.
25. Materials for current teaching units will be collected. Teaching units will be subject to the lesson plans developed by Town & Country School educators, district curriculum, and Oklahoma PASS skill requirements.
26. Textbooks adopted by Town & Country School will be collected and used for reference. Other textbooks may be collected for reference as well, storage and cost permitting.
27. Free materials will be collected and used at the discretion of the library media specialist. Free materials will be evaluated according to the criteria provided in the selection policy.

Procedures for Selection

The library media specialist is the facilitator of this process. He or she will:

1. physically examine items to be purchased. The examiner will use the physical characteristics guidelines in the criteria portion of the selection policy when making selection decisions.
2. use selection aids from the following list, Sequoyah Lists, Horn Book, Kirkus reviews, American Association of School Librarians, Oklahoma State Department of Education, Follett, Scholastic, and other appropriate resources. Books that have received awards from Sequoyah, Newberry, and Caldecott will be collected.
3. consult curriculum guidelines in order of priority from local, state, region, and national organizations. Particular attention will be paid to Town & Country School curriculum maps and the PASS standards developed by the Oklahoma State Department of Education.
4. consider input from faculty, students, and community members.
5. evaluate all materials, including gift materials, according to the selection policy.
6. buy multiple copies of popular or often used materials (particularly award winning books).
7. buy replacements of materials that have been lost, damaged, or are missing.

Collection Evaluation

Routine evaluation of the collection and collection development policy will allow the library media center to satisfactorily respond to changes in curriculum and education trends to participate in cooperative collection development arrangements. Methods used for evaluation are:

1. Informal inspection of materials will be conducted on a regular basis by the library media specialist.
2. The library media specialist will conduct annual formal evaluations. This will include an analysis of the current collection, as well as curriculum needs and current trends in education. The criteria used in the collection development policy, including the weeding process, will be applied to materials in question. Materials in question are at the discretion of the library media specialist.

Deselection

It is the policy of Town & Country School to reevaluate library materials on an annual basis. Some resources may need to be removed, fixed, or replaced with newer additions at the discretion of the library faculty. This process is often referred to as “weeding” and it is essential to maintaining an effective and useful library media center. Materials deemed inappropriate or in poor condition will be removed or repaired. Older or outdated materials may be replaced when new editions become available, or they may be kept if they have merit. These decisions will be based on emerging curriculum, current technology, new instructional methods, user needs, and cost. Resources that are candidates for weeding may include:

1. inferior physical condition
2. outdated subject matter, including misinformation, inaccurate information, and discredited theories.
3. material that no longer supports the curriculum objectives
4. low circulation or student interest
5. offensive or inappropriate material, particularly with sexually explicit images

Resources will be considered for replacement based on the following criteria:

1. circulation and student interest
2. appropriateness and relevance of content
3. monetary cost, storage capabilities, and compatibility with other materials

Gifts

Unfortunately, the library media center may not be able to accept every gift item due to limited storage space. Materials received as gifts will be evaluated in accordance with the selection policy. The criteria listed above will be the determining factor in this process. All gifts will become the property of Town & Country School to be used at the discretion of the library media specialist.

Space Allocation and Management

A layout/floor plan of the library media center will be set and revised by the library media specialist and his or her staff. Decisions will be based upon creating a positive, structured, and visually appealing learning environment that can accommodate various learning styles and needs.

Procedure for Challenged Materials

Although Town & Country School is confident in its material selection policy, certain works may be deemed inappropriate as the needs of the school community evolve. Individuals that would like the school district to review a particular work may use the following process.

1. Once a work has been challenged, an informal discussion will be conducted by the library media specialist to determine the basis of the challenge.
2. The initiator of the challenge will be given a request for reconsideration form (attached at the end of this document) to complete. A copy of the completed form will be given to the library media specialist and the head of school.
3. A committee consisting of a school administrator, library media specialist, classroom or reading teacher, and parent(s) will be appointed by the head of school.
4. The committee will reach a decision based on the school's selection policy.
5. The decision will be forwarded to the school administration and the board of directors.
6. The initiator of the challenge may appeal to the board of directors, which, with input from the head of school, will make a final decision.
7. Challenged materials will remain in circulation during the challenge process at the discretion of the library media specialist.

Intellectual Freedom

It is the goal of Town & Country School to promote intellectual freedom and lifelong learning while also protecting students from obscene and offensive material. Town & Country School has the right to determine if material is inappropriate for student use. Materials that fit this description may include the following:

1. Vulgar or lewd language, including profanity, racial slurs, and suggestive speech.
2. Material that promotes racial and ethnic hatred or animosity
3. Sexually explicit images or language

Internet Guidelines

Students and others accessing the Internet in the library are expected to follow the Internet use guidelines detailed in the student handbook.

Date _____

Request for Reconsideration of Materials

Name of requesting person _____

Contact Information

Material requested for reconsideration

Author _____

Format book _____ video/DVD _____ magazine/journal _____ other _____

Please answer the following questions. Attach extra pages if necessary.

1. Have you read or used the entire work? _____

2. If not, which section was read, viewed, or used?

3. Please list the section that you find offensive or objectionable and state why. Please state page numbers, topics, frames, etc. when appropriate.

4. Would you recommend this material for a different age group? _____

5. Have you read the district's selection policy for library materials? _____

6. What effect do you think this material will have on students?

7. What is your suggestion for the school/library regarding this material?

Signature _____

Date _____