

# Pine View High School Library

## *Collection Development Policy*



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## **I. MISSION & VISION**

The mission of the Pine View High School Library is to provide information tools and skills necessary for success in school and life.

Our Vision: That students and staff utilize our resources and opportunities in order to become effective communicators, critical thinkers, and productive citizens who are ethical users and creators of information. And to provide support for curriculum standards, as well as the educational and recreational information needs of all our stakeholders.

For more information on the school library media center's role see American Library Association (hereafter ALA) document "Access to Resources and Services in the School Library Media Program: An Interpretation of the LIBRARY BILL OF RIGHTS" at:

<http://www.ala.org/ala/issuesadvocacy/intfreedom/librarybill/interpretations/accessresources.cfm>).

## **II. SELECTION**

### **A. Responsibility**

The elected Board of Education for Washington County School District (hereafter WCSD) has delegated to the Superintendent of Schools the authority and responsibility for selection of all print and non-print materials. The Pine View High School Library Media Specialist/Coordinator (librarian) is a certified professional and assumes final responsibility for the selection of materials. Resources selected in collaboration with, faculty, staff, and students (all stakeholders).

### **B. Criteria for Selection**

Materials selected (including electronic, print, and nonprint resources) for the collection of the Pine View High School Library Media Center shall meet the following requirements:

#### **1. Materials shall:**

Support and be consistent with the educational goals of the state, District, and individual schools and courses.

Enrich the curriculum and the individual educational, emotional, and recreational needs of users/stakeholders.

Meet the needs and interests of all users/stakeholders.

Meet high standards of quality in physical format, content (factual and valid), artistic and literary value, and presentation.

Be appropriate for the subject area and for the age, emotional development, ability level, learning styles, and social development of students for whom materials are selected.

Be accurate and current in the information they contain.

Be selected for their perceived strengths rather than rejected for their perceived weaknesses.

Be selected based on favorable reviews and/or recommendations from standard selection sources; e.g., *School Library Journal*.

Have perceived aesthetic, literary, scientific, or social value.

2. Controversial subjects: selection of these materials will be based on the objectivity of the information they contain and the necessity of maintaining a diverse collection that represents various viewpoints; thus encouraging users to engage in critical analysis and to make judgments based on intellectual evaluation.

For more information on library selection policies in general, please see the following ALA documents:

“Evaluating Library Collections: An Interpretation of the Library Bill of Rights” at:

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

“Diversity in Collection Development: An Interpretation of the Library Bill of Rights” at:

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

### **C. Selection Tools**

The following professional resources are available to assist the Pine View High School librarian in the selection process; however, selection is not limited to these tools. There are also many web sites available for locating appropriate materials and gaining insights into them via reviews.

#### **Reviewing Media:**

*Booklist*

*Goodreads.com* (<http://www.goodreads.com/>)

*MultiCultural Review*

*School Library Journal* (<http://www.slj.com>)

*Science Books and Films* (<http://www.sbfonline.com/Pages/welcomesplash.aspx>)

Titlewave – From Follett Library Resources. Search for books, AV, by many criteria. Reviews are included for many of the titles. This is an excellent collection development tool.

*Voice of Youth Advocates: the library magazine serving those who serve young adults.*

#### **Selected bibliographies (latest editions available, including supplements)**

*American Historical Fiction*

*Basic Book Collection for Elementary Grades*

*Best Books for Young Adults*. 3<sup>rd</sup> ed. Koelling, Holly, ed. Chicago: ALA, 2007.

*The Best in Children's Books*

*Children and Books*

*Children's Catalog*

*Elementary School Library Collection*

*European Historical Fiction and Biography*

Gillespie, John T. & Barr, Catherine *Best Books for High School Readers*. 2<sup>nd</sup> ed. Westport, Conn. : Libraries Unlimited, 2004.

*Guide to Sources in Educational Media*

*Junior High School Catalog*

*More Outstanding Books for the College Bound*. Young Adult Library Services Association, ed. Chicago: ALA, 2006.

New York Public Library. *Books for the Teen Age New York: NYPL* (Published annually).

Pawuk, Michael. *Graphic Novels: A Genre Guide to Comic Books, Manga, and More*. Westport, CT: Libraries Unlimited, 2007.

*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*

Young Adult Library Services Association (hereafter YALSA) Book Awards & Booklists, including YALSA's Ultimate Teen Booklist

***Selected 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*

**D. Professional Collection**

In order to serve the needs of Pine View High School faculty and staff, we also maintain a professional collection of materials relating to the fields of education, psychology, and library science.

Pine View High School faculty also have access to the much more comprehensive journal and monograph collections of Dixie State College Library and Southern Utah University Library. In addition, online databases provided by Utah State Office of Education, partnered with Utah Education Network (UEN) provide an extensive resource.

**E. College and Career Collection**

The Library maintains a core reference collection consisting of reference works related to colleges and careers. The school's Student Services Office/Counseling Department provides a larger collection of college and career guides, including standardized test preparation materials.

**F. Electronic Information Policy**

Internet access is available to qualifying students. These services include access to electronic resources from UtahLink, the educational network supported by the Utah Educational Network (UEN), and the WCSD. Our goal is to promote innovation and educational excellence by using Internet tools for research, worldwide resource sharing, and communications. With access to the Internet comes the availability of material not considered to be of educational value in the context of the school setting. The Internet contains material that is objectionable from many points of view. There is, however, a wealth of educational material available as well. Parents and guardians need to decide whether to permit their children to access the Internet.

Information available on the Internet is generated outside the library; therefore, the library cannot be responsible for its accuracy, authenticity, currency, availability, or completeness, nor can we insure that Internet communications are secure or private.

Because of these limitations, the user is responsible for using discretion when evaluating the quality of information, questioning its validity, and choosing what is appropriate.

Each student is required to take the Computer Technology course in order to graduate. This course helps students understand the basics of computer operating systems, information management and processing, electronic file management, and productivity tools; such as, spreadsheets, word processing, and presentations. Students are also taught appropriate guidelines for evaluating web sites and search strategies for finding the most appropriate information from the Internet.

In order to best allocate our finite computer/Internet resources, student use of the library's computers will be limited in the following ways:

Academic use will always have priority over recreational use.

Game playing, email, chat, online shopping, personal "productivity" activities (e.g., word processing, web page development, etc.) and other *inappropriate computer usage as determined by library staff are not permitted*. Students engaging in such activities will have their student network access disabled per school policy; reinstatement of account will be based upon administrative and LMS/Coordinator's approval. Printing privileges are restricted to academic use. Exceptions to this policy will be made at the discretion of the librarian.

The library is also guided by the Acceptable Use Policy of the WCSD, the Pine View High School Acceptable Use Policy, and the Pine View High School Library Computer Lab rules. Please see "3700 Technology Acceptable Use Policy—Washington County School District" at:

[http://www4.washk12.org/district/policy\\_search/showres.cgi?terms=3700&type=all&case=&file=/district\\_policy/3000/3700\\_accept\\_use\\_policy.htm](http://www4.washk12.org/district/policy_search/showres.cgi?terms=3700&type=all&case=&file=/district_policy/3000/3700_accept_use_policy.htm)

For further information on Electronic Information Policy, please see the following ALA policy statements:

"Access to Digital Information, Services, and Networks: an Interpretation of the LIBRARY BILL OF RIGHTS" at: <http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/accessdigital>

"QUESTIONS AND ANSWERS: Access to Electronic Information, Services and Networks: An Interpretation of the Library Bill of Rights" at:

<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/qa-accesstodigital>

### **G. Audio Visual Policy**

The library provides Audio Visual (hereafter AV) materials and services for the following purposes: To implement, enrich, and support "direct classroom instructional needs in accordance with the approved District curriculum and applicable copyright laws." WCSD Policy # 4240 "Videos and Full-Length Movies" (2.1) at: <https://www.washk12.org/policywiki/index.php?page=4240-videos-and-full-length-movies>

Format: The library's AV collection consists primarily of videos and DVDs, but also includes electronic reference sources and some audio materials. The library no longer collects filmstrips, music CDs, or other materials whose format is considered outdated, or no longer viable.

## **III. GIFTS**

The Pine View High School Library welcomes gift materials. These materials shall be subject to the same criteria as those obtained through the regular selection process. Materials not selected will be donated to thrift-store-type organizations such as Deseret Industries, where they shall be made available either for purchase in their store, or shipped to areas in the world recognized as needing written resources.

## IV. WEEDING

### Purpose

The Pine View High School Library understands the importance of maintaining a collection of current, appropriate, and useful materials. To that end, we use The CREW Method as found in, *The CREW Method: Expanded Guidelines for Collection Evaluation and Weeding for Small and Medium-Sized Public Libraries*, by Belinda Boone, Texas State Library (1995). This method has been considered the standard tool for collection weeding and is based on the following acronym; **CREW**, which stands for **Continuous Review, Evaluation, and Weeding**. A formula in the process consists of three parts: the age of material in the book\*, the years since the book's last recorded circulation, the negative factors, called MUSTIE factors.

“MUSTIE” factors refer to the following:

- M = **Misleading** (and/or factually inaccurate)
- U = **Ugly** (worn beyond repair)
- S = **Superseded** (by a new edition or by a much better item on the topic)
- T = **Trivial** (of no discernible literary or scientific or merit; typically of interest at some time past)
- I = **Irrelevant** to the needs of the community served
- E = the material/information may be obtained **Elsewhere** through reciprocal borrowing, interlibrary loan, or in digital format

These guidelines have been utilized to assist in the weeding process; however, the final decision concerning the removal or replacement of material rests with the Pine View High School librarian.

\*Age and use-related weeding guidelines:

- Nonfiction: Book has not been checked out within last 10 years
- Fiction: Book has not been checked out within last 5 years (classics excluded)

Categories of Books that may be quickly outdated:

- 000s: computer
- 100s: psychology (especially popular literature)
- 300s: college & career materials
- 400s: grammars with dated examples and/or illustrations
- 500s: astronomy, chemistry, physics, biology
- 600s: electronics, engineering, health, technology
- 900s: popular biographies
- Mistakes in selection/acquisition

Categories of Books not quickly outdated:

- dictionaries
- biographical sources
- literary criticism
- classics of literature
- foreign language literature
- art books
- local history/geography
- books providing general principles of a subject or discipline

## V. RECONSIDERATION OF MATERIALS:

### A. Statement of Policy

The Pine View High School Library advocates the American Library Association's Library Bill of Rights (see: <http://www.ala.org/advocacy/intfreedom/librarybill/>) and its supporting documents. (See Appendix A). And the access to information-related "Position Statements" of the American Association of School Librarians (AASL) (see: <http://www.ala.org/aasl/advocacy/resources/statements>) Links to key documents are located here.

Occasionally materials selected for our collection may be questioned, or challenged, despite the thoughtful consideration used in selecting them. The procedure for processing and responding to criticism of approved material consists of the following: a signed complaint using the standard form (WCSD Form# 941) must be submitted to the librarian (library media coordinator), followed by the reevaluation of the material will be made by an appointed committee.

### B. Procedure for handling Questioned or Challenged Books and Materials

1. Upon receiving a complaint, the Pine View High School Librarian shall meet with the patron making the complaint to discuss the issue and seek resolution. The Principal (or designee) of Pine View High School shall also be present at the meeting.
2. If the issue cannot be resolved, the patron will be given a WCSD Form #941: "Request For Review Of Educational Materials." (See Appendix C).
3. The patron/user will return the completed form to the Librarian, who will forward a copy to the Principal of Pine View High School.
4. The principal will then appoint a committee to review the complaint. This committee shall be comprised of the school librarian, the principal (or appointed designee), a member of the school PTSA board, one faculty member from the department where the materials are used (If the material is recreational reading, a language arts teacher shall be selected), and one other faculty member of the school.
5. The committee will review the complaint and make a written report and recommendation to the Principal.
6. If the decision is not satisfactory to all parties, the principal *upon receiving a written request*, shall forward the appropriate information to the District administrator for Secondary Education. District policy shall then dictate the outcome of the challenged material.

For more information on the ALA's policy on challenged materials, please see: "Challenged Materials: An Interpretation of the *Library Bill of Rights*" at: <http://www.ala.org/advocacy/sites/ala.org.advocacy/files/content/intfreedom/librarybill/interpretations/challengedmaterials.pdf>

## **Appendix A**

### **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.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.

A history of the Library Bill of Rights is found in the latest edition of the *Intellectual Freedom Manual*.

## **Appendix B**

### **REQUEST FOR REVIEW OF EDUCATIONAL MATERIALS**

See hard copy attached to this document, or go to WCSD web site: <http://www.washk12.org/forms> and "click" on "941-Request Review of Educational Materials" to go to the PDF/fill-in form.

## Appendix C

### SOURCES CONSULTED IN PREPARING PINE VIEW HIGH SCHOOL COLLECTION DEVELOPMENT POLICY

Adams, Helen R. *School Media Policy Development: A Practical Process for Small District*. Littleton, CO: Libraries Unlimited, 1986.

American Library Association

*Intellectual Freedom Manual*. American Library Association. Jan. 2006. Web. 1 Jan. 2010.  
< <http://www.ala.org/advocacy/intfreedom/iftoolkits/ifmanual/intellectual> >.

*Workbook for Selection Writing Policy*. Chicago, IL: American Library Association. Oct. 1999. Web. 31 Dec. 2009.  
< <http://www.ala.org/Template.cfm?Section=dealing&Template=/ContentManagement/ContentDisplay.cfm&ContentID=11173> >.

Gillespie, John T., and Barr, Catherine. *Best Books for High School Readers*. 2<sup>nd</sup> ed. (Mar. 2009).

Harris, Frances Jacobson, Librarian. University Laboratory High School Library. 19 Mar. 2009. Web. 31 Dec. 2009. < <http://www.library.illinois.edu/uni/policies/collectiondevelopment.html> >

Kemp, Betty. *School Library and Media Center Acquisitions Policies and Procedures*. 2nd ed. Phoenix, AZ: Oryx, 1986.

Larson, Jeanette. *CREW: A Weeding Manual for Modern Libraries*. Revised and Updated. Austin, Texas: Texas State Library and Archives Commission, (online version: <https://www.tsl.texas.gov/ld/pubs/crew/index.html>), 2008.

Resources for School Librarians: Collection Development. Web. 1 Jan. 2010.  
< <http://www.sldirectory.com/libsf/resf/selection.html> >.

*Senior High School Library Catalog* (Sixteenth Edition), H.W. Wilson (2002).

Slote, Stanley J. *Weeding Library Collections: Library Weeding Methods*. 4<sup>th</sup> ed. Englewood, CO: Libraries Unlimited, 1997.

Washington County School District (WCSD). 2009. Web. 31 Dec. 2009.  
< <http://www.washk12.org/> >.