

COLLECTION DEVELOPMENT
PHILOSOPHY OF THE SCHOOL LIBRARY
MEDIA PROGRAM

JOHN A. CROOKSHANK ELEMENTARY
SCHOOL

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STATEMENT OF PHILOSOPHY & GOALS OF THE SCHOOL LIBRARY MEDIA PROGRAM

A media specialist is a professional educator who is committed to providing a quality educational program for all students. The media specialist ensures that the media center program is directly related to the instructional program and to the needs of students and teachers. Accomplishing this task requires the performance of many activities within the media center and the school at large, with the media specialist being many things to many people. Developing and maintaining a constructive climate in the media center is essential and is derived from the positive attitude of the media specialist. Working and dealing enthusiastically with students and staff is necessary to build the relationship between the media center and the classroom that provides an environment conducive to learning. Encouraging students to become independent users of media resources helps to create learning skills that will last a lifetime. The media specialist is the key for providing services, materials and equipment needed for the fulfillment of individual and group needs. Print and non-print materials must be organized and made available in a way that assures that they are easily accessible. The media specialist is a vital partner in the instructional program and assists teachers in planning and carrying out instruction dealing with media skills and helps to incorporate these skills into classroom teaching. Selecting and obtaining the best possible resources for instruction requires participation in curriculum and media committee planning. The entire staff benefits from continuing staff development opportunities which the media specialist offers in the use of materials and equipment. The media center and the media specialist are central to the school and the full accomplishment of its instructional purposes.

THE MISSION OF THE MEDIA CENTER

Crookshank Elementary School Media Center is responsible for providing information access to students whether in print format or via technology, and the materials necessary to complete the curricula goals of the school system.

In addition to resources, students are provided with expert guidance and instruction in finding requisite materials, utilization of the information they gather, and improving the quality of their lives through instilling the zeal to become life-long learners. It is the mission of the media specialist to develop the media center as the hub of learning on our campus.

THE GOALS OF THE MEDIA CENTER

The program goals for the media specialist/media program are:

- To provide services and materials in adequate quantity and quality to meet the objectives of the total education program.
- To remain knowledgeable and current of the many formats of media and understand the function of the materials in teaching concepts of the curriculum.

- To become an active member of the instructional team by planning with the teachers to support the instructional program with media center lessons.
- To continually evaluate the materials and services of the media program for the purpose of identifying the strengths and weaknesses of the program.
- To continually evaluate and revise the media program reflecting current trends and technology.
- To provide materials which will help students develop critical reading and thinking skills.
- To provide materials that will develop in students a greater appreciation for literature and the fine arts.
- To aid students in acquiring skills for accessing information and using this information in all components of the curriculum.

SELECTION OBJECTIVES

The Crookshank Elementary library media center program will provide opportunities for all students to foster a lifelong interest in reading and learning. Each student should have access to a school library media program that reflects the curriculum and the needs of the school. Therefore, the school library media center collection should be methodically developed to support both local and state curricular objectives while at the same time, focusing on the needs of the students with a variety of subjects and types of materials in the collection. The materials to be selected for The Crookshank Elementary library media center are defined as print and non-print resources as well as audiovisual, electronic and technology supplies. These materials should and shall:

- Be reliable, authoritative, and selected in terms of their overall content and value.
- Include a representation of past and present notable literary works.
- Stimulate reader interest in current developments in cultural, economic, scientific and social fields.
- Be appropriate for the potential user in concepts, content, and vocabulary.
- Support the common core standards set forth by the state and district.

SELECTION RESPONSIBILITY

The media specialist will refer to the Selection, Collection Development and Weeding guidelines stated in chapter 3 of the SJCS Media Handbook. The school library media advisory committee will oversee requests for reconsideration of materials, consideration of gifts for instructional resources, monitor the use of non-school owned materials, set cost for

lost and damaged instructional resources, and keep the school library media specialist informed of the needs of the students.

Teacher Recommendations

Communication with teachers to assess curriculum needs and recommendations for purchase is an important part of the selection process. Since the library media collection is an integral part of the instructional and learning process, the strength and value of the collection are ensured when teachers are actively involved in the selection process. A sample form is included at the end of this document.

Student and Parent Recommendations

Suggestions from students and parents is also an important part of the selection process. As students seek information for curricular purposes or use the library media center for personal interests, students and parents are encouraged to make recommendations of specific resources or subject areas where information is needed. A sample form is included at the end of this document.

Professional Review Journals

These sources are recommended as tools to locate reviews. Most are considered professional review journals, e.g. Booklist and School Library Journal; however, some are considered general popular review sources. The use of Mackin and Follet development tools will also provide professional reviews for collection development.

SELECTION CRITERIA

Analysis of the School Community In order to be responsive to the unique needs of each school, the media specialists must develop a collection that reflects the current population of our school community. A collection development analysis should be conducted prior to acquiring new materials for the school library media center. There may be some similarities among library media collections across the district, but the collection analysis profile will ensure that the specific needs of our school are addressed. Using the collection development analysis data from the Follett Collection Analysis report, materials selected for the school library media center should and shall be:

- Appropriate for recommended levels Library media materials should be accessible to students of varied abilities and meet informational and interest needs of all students.
- Pertinent to the curriculum and the objectives of the instructional program Library media materials should be selected on the basis of assessed curricular needs. Materials should reflect the identified learning outcomes of the instructional program.
- Accurate in terms of content Library media materials should present facts in an objective manner. Authority of the author, organization, and publisher/producer should be a

consideration in selection. Materials concerning human development and family life should contain facts which are presented in a manner appropriate to the level of the students.

- Reflective of the pluralistic nature of a global society Library media materials should provide a global perspective and promote diversity as a positive attribute of our society. It is important to include materials by authors and illustrators of all cultures.
- Free of bias and stereotype Materials should reflect the basic humanity of all people and be free of stereotypes, caricatures, distorted dialect, sexual bias, and other offensive characteristics. Library materials concerning religious, social, and political content should inform rather than indoctrinate.
- Representative of differing viewpoints on controversial subjects Students have the right to information on both sides of a controversial issue. By having access to a variety of resources students will have the knowledge base to develop critical thinking and problem-solving skills. The school library media center provides free and equitable access to all information.
- Appropriate format to effectively teach the curriculum Library media materials should be available in variety of formats, e.g., print, nonprint, electronic, multimedia, to meet the needs and learning styles of a diverse student population.
- Recent copyright date as appropriate to the subject Library media materials should be assessed for currency of the information as it relates to the content and purpose of the item.
- Acceptable in literary style and technical quality Literary quality, technical merit, physical arrangement, and aesthetic characteristics should be considered as integral components in the evaluation of all media formats.
- Cost effective in terms of use Library media materials should be evaluated for cost effectiveness in terms of accessibility, projected use, and durability.
- Appropriate for students with special needs Library media materials should be provided to meet curricular needs and the individual needs, interests, and learning styles of all students at all levels.

WEEDING

Weeding is an ongoing process by which materials that are no longer suitable are removed from the school library media center collection. The library media specialist assumes the responsibility for weeding the collection. However, teachers and other professional staff may recommend removal of materials judged no longer appropriate or useful. Materials should be removed when it is determined that:

- Materials are worn, torn, or spoiled; or if pages or parts are missing or have significant disfigurement as to destroy the value.

- Materials contain information that is out-of-date and factually inaccurate or if the illustrations are out-of-date.
- The technical quality of non-print materials is poor. When visuals are poor, faded, or off-color, or when sound reproductions are defective or substandard.
- Materials do not fit the general purpose of the library media center.
- Donated or gifted materials are subject to the same criteria as purchased items for the media center.

GIFTS

Donations/Gifts to the media center are welcomed and encouraged! Donations/Gifts will be examined critically using the same criteria used for the selection of new materials to be added to our collection with the understanding that donations/gifts will only be used if they meet selection standards. Items will be added to the collection if it is determined that they meet the criteria in the media center collection policy. The media specialist reserves the right to determine appropriate use of donations/gifts. All donations/gifts will be deleted from the collection as the library media specialist deems appropriate. Any items that cannot be used in our media center will be passed along to our classroom teachers. A donation label will be placed in the front cover of all donations/gifts indicating the donor's name and year of the donations/gifts.

POSITION ON INTELLECTUAL FREEDOM

The selection policy reflects the philosophy and goals of the school system and supports the principles of intellectual freedom described in Information Power: Guidelines for School Library Media Programs, the Library Bill of Rights (ALA), Students' Right to Read (NCTE), and other position statements on intellectual freedom from the American Library Association and the American Association of School Librarians.

RECONSIDERATION OF INSTRUCTIONAL MEDIA MATERIALS

If objection or challenges of school library media instructional material occur, the library media specialist will refer to the Reconsideration of Materials guidelines stated in chapter 6 of the SJCS D Media Handbook. The library media specialist needs to consider both the citizen's "right" to express an opinion and the principles of Intellectual Freedom. School library media specialists support the right of students, parents, or legal guardians to reject the appropriateness of materials for themselves or their child. The Request for Reconsideration of School Library Materials form is used to notify the SJCS D Media Services department of an objection to information resources available in the library media center.

Responding to a Reconsideration Request

- Listen calmly and objectively.

- Explain briefly selection criteria/procedures established by SJCS.
- Request the complainant to complete the Request for Reconsideration of Library Materials form. The complainant is responsible for sending the completed form to the school principal.
- Advise the school administration of the resource in question and the nature of the complaint.
- Confer with the principal about the concern. Discuss the purpose and use of the resource, professional reviews, and the selection criteria/procedures. It is recommended that the item not be removed from the collection until the Materials Reconsideration Committee makes its decision.
- The library media committee will review Request for Reconsideration of Library Materials w the Citizen's Request for Reconsideration of Instructional Materials form.
- Each member of the school library media committee will be required to read the item in question.
- The school administration, library media specialist and media advisory board will make final decisions on all requests for reconsideration.
- After deliberations, a decision will be made by secret ballot. The ballots are to be tallied immediately in the presence of the committee.
- The committee shall prepare a written report concerning the decision.
- If the challenger wishes to appeal the decision of the committee, the challenger must follow the county appeal process and the county media committee will handle the appeal process.

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. 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 18, 1948. Amended February 2, 1961, and January 23, 1980, inclusion of "age" reaffirmed January 23, 1996, by the ALA Council.

TEACHER\STAFF RECOMMENDATIONS FOR LIBRARY MEDIA CENTER MATERIALS

Teacher's Name _____ Date _____

Subject Area: _____ Grade Level: _____

Curriculum Unit _____

Special Needs (Visual/Hearing impaired, ESOL, ESE, RTI): Type of media requested (e.g., book, video, computer software, CD-ROM): Please list specific recommendations. Provide review source, if known:

• Author : _____

• Title : _____

• Type of Media : _____

• Publisher/Producer : _____

• Copyright Date : _____

STUDENT and PARENT RECOMMENDATIONS FOR LIBRARY MEDIA CENTER MATERIALS

Please Print

Date: _____

Name: _____

Address: _____

Telephone: _____

Email Address: _____

I would like materials on the following subjects in The Crookshank Elementary library media center (list subjects):

I would like the following books in our library (list titles):

The library needs more information on the following subjects:

I would like to have the following non-print or electronic resources in the library media center: _____

BIBLIOGRAPHY OF SOURCES USED

American Library Association, Library bill of rights, Retrieved October 14, 2020 from <http://www.ala.org/advocacy/sites/ala.org.advocacy/files/content/intfreedom/librarybill/lbor.pdf>

Saint Johns County Public Schools, Media Handbook, updated October 2019.