

# Collection Development Policy

## I Objectives of Collection Development

The primary objective of the school media center is to enrich and support the curriculum of the school. It is the duty of the center to provide a wide range of materials in a variety of formats. The materials should encompass a wide range of reading levels, be diverse in appeal and represent a variety of opinions. This process is an ongoing one which has three main goals:

1. To help satisfy the needs of the students for curriculum related materials.
2. To fulfill the students' wishes for recreational reading.
3. To provide teachers with professional information.

Evarts Elementary Media Center adheres to the Standards for School Media Programs prepared by the American Association of School Librarians which says the responsibility of the Media Center is:

- To provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities, and maturity levels of the pupils served.
- To provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards.
- To provide a background of information which will enable pupils to make intelligent judgments in their daily life.
- To provide materials on opposing sides of controversial issues so that young citizens may develop under guidance from the practice of critical analysis of all media.
- To provide materials representative of the many religious, ethnic, and cultural groups and their contributions to our American heritage.
- To place principle above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to assure a comprehensive collection appropriate for the users of the Media Center.

## II. Responsibility for Selection of Materials

The Harlan County Board of Education is legally responsible for all materials relating to the operation of Harlan County Schools. The responsibility for the selection of Media Center materials is delegated to the professionally trained Media Specialist at each school.

### **III. Criteria for Selection of Instructional Materials**

**Materials for purchase are considered on the basis of:**

**Authority** - refers to the qualifications and reputation of the persons responsible for the creation of the material.

**Scope** - refers to the overall purpose and coverage of the material.

**Format & Technical Quality** - refers to the physical makeup and production standards evident in the work.

**Authenticity** - refers to the validity, reliability, and completeness of the material as well as the degree of bias or objectivity presented; accuracy and timeliness are important considerations here also.

**Treatment & Arrangement** - refers to the clarity, logical development, and sequence of the content.

**Aesthetics** - refers to the material's appeal to the imagination, senses, and intellect so that the user's taste and sense of artistic appreciation will be developed.

**Price** - refers to the value of the contemplated selections relative to existing budget limitations and other priorities.

**Suitability** - refers to the appropriateness of the material to the general maturity level of the students who will be utilizing the resource and its relevance to the school district's educational objectives and curriculum.

**Special Features** - refers to any special or unique characteristics of one material that may be absent from others on the same subject.

**Other Features** - consideration is also given to readability and difficulty levels.

**Requests** - Faculty and students may also submit requests for consideration.

### **IV. Procedures for Selection**

- The Media Specialist analyzes the current collection, its size and nature, the physical condition of the materials, strengths and weaknesses. Areas that need to be stressed or de-emphasized are noted.
- Selection guides are used whenever possible, however it is impossible to have first-hand evaluation of all media prior to purchase. Some selection guides that are frequently used include: Booklist, Book Links, Association for Library Service to Children Reading lists, ALA Children's Notable Lists, The Elementary School Library Collection: A Guide to Books and Other Media, as well as professional journals.

- Notes kept by Media Specialist of teacher and student requests are reviewed. Additional input from teachers or others may be requested.

In specific areas, the Media Specialist follows these procedures:

- Multiple items of outstanding and much in demand media are purchased as needed.
- Worn or missing standard items are replaced periodically.
- Decides on an individual title basis, the value of replacing lost/paid books.

The following chart may be helpful in selecting materials:

### CRITERIA FOR THE PURCHASE OF MATERIALS

| Intended Audience and Usage   | Content  | Format and Technical Qualities  |
|---|--|---|
| Students' interests<br>Teachers' curriculum<br>Professional reference<br>Parents' interests<br>Grade levels<br>Reading levels<br>Ethnic groups<br>Languages spoken<br>School programs<br>Cost vs. usage<br>Past usage<br>Future needs | Accuracy<br>Currency and timeliness<br>Tone and style<br>Appeal<br>Organization<br>Logical sequencing<br>Reflect cultural diversity<br>Reference features<br>Authors' and illustrators' credentials<br>Unique to the collection<br>Complements or supplements material | Print and Non-Print<br>Type of visuals<br>Quality of visuals<br>Clarity of design<br>Clarity of graphics<br>Durability<br>Quality of narration<br>Effective music<br>Realistic sound effects<br>User friendly<br>Flexible usage |

## Gift Policy

Gift materials are judged by the same selection policies as purchased materials and are accepted or rejected based on those standards.

Gifts will not be accepted with any "strings attached". The Evarts Elementary Media Center has sole authority on the location, use and disposal of gift material.