

Collection Development Procedures

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K12 School Media Centers
129 W. 2Nd Street
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Mission Statement

The mission of the Uinta 4 Media Centers is to foster a love of reading and learning in all students and to support and enhance the mission of all Uinta 4 school district.

- MVES mission statement
 - The mission of Mountain View Elementary School is to create a caring community of students, families, and staff. One student at a time, we will ensure high levels of learning through relationships, relevance, and rigor.
- MVMS mission statement
 - To ensure all of our students achieve high levels of learning required to succeed as a 21st century learner
- MVHS mission statement
 - MVHS ensures a safe and rigorous education with high levels of learning for all.
- Uinta County School District #4 mission statement
 - Through collaboration with the entire learning community, our mission is to instill problem-solving skills in our students that will translate to a rapidly changing global environment.

Objectives

The K12 school media center strives to provide students with a wide range of educational materials on all levels of difficulty and in a variety of formats, with diversity of appeal, allowing for the presentation of many different points of view. The K12 school media center provides books, periodicals, DVDs, and web-based databases necessary to enrich or supplement classroom instruction and support the curriculum, and for recreational reading by students and staff.

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.

1. 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.
2. 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.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

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Collection Development Procedures

6. 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

Responsibility for Selection

The library media specialist selects materials with due regard to suggestions from the faculty, students and community. The responsibility for the selection rests with the library media specialist to implement the task of materials selection. The Board of Education shall delegate to the Superintendent of Schools and the Principal the authority and responsibility for selection of all print and non-print materials.

1) Selection of Materials

Selection of materials is based on the following criteria, which include but are not limited to:

- Content and value of the work as a whole
- Educational and instructional significance
- Interests and needs of students and faculty
- Contribution to literary appreciation
- Favorable reviews and recommendations
- Reputation and significance of the author
- Appropriateness of material
- High potential user appeal
- High artistic quality and/or literary style
- Accuracy and clarity of information
- Fair and unbiased presentation of all issues
- Value proportional to cost and/or need
- **Selection by State and National Book awards including but not limited to:**
 - Caldecott Medal
 - Coretta Scott King Award
 - Michael Printz Award (YA)
 - Wyoming Book Awards
 - Newbery Medal
 - Theodor Seuss Geisel Award
 - Robert F. Sibert Informational Award
 - Alex Award (YA)

2) Current Reviewing Media

The following recommended lists shall be consulted in the selection of materials but selection is not limited to these lists:

- Titlewave
- CommonSense Media
- Amazon
- Barnes & Noble

3) Gifts

Gifts of donated books and other materials will have the same criteria as purchased materials.

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Collection Development Procedures

4) Weeding

Materials in the collection will be regularly reviewed and the criteria for weeding include but are not limited to the following:

- Current Condition
- Accuracy of information
- Content and value of the work as a whole
- Educational significance
- Lack of relevant content
- Usage Statistics

5) Repairing and Replacing Materials

Repairs are made when materials, which are still current, can be restored to keep them in circulation. Lost or damaged materials are replaced when the items are still vital to the curriculum and educational needs of students.

Controversial Materials

- It is important to maintain intellectual freedom as expressed in the **Library Bill Of Rights**, which is quoted on the first page of this document. The major areas of controversial materials are race, sex, politics, religion, literature, and economics. In selecting material from any of the above areas, the following criteria are given consideration:
 - The materials on controversial issues should be representative of a particular point of view and a sincere effort made to select equally representative materials covering contrasting points of view.
 - The material does not unfairly, inaccurately, or viciously disparage a particular race or religion. A writer's expression of a certain viewpoint is not to be considered as a disparagement when it represents the historical or contemporary views held by some persons or groups.
 - The materials on religion are chosen to explain rather than convince and are selected to represent the field as widely as necessary for the school's purposes.
 - The selection of materials on political theories and ideologies or on public issues is directed toward maintaining a balanced collection representing various views.
 - In a literary work of established quality, the use of profanity or the treatment of sex is not an adequate reason for eliminating the material from the school library media center. (A work of established quality may have any of the following characteristics:
 - Award winner
 - Good reviews
 - Educational value and/or
 - Contribution to literary appreciation
 - Material on physiology, physical maturation, or personal hygiene should be accurate, in good taste and age appropriate.
 - Materials should be selected for their strengths rather than rejected for their weaknesses.

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Collection Development Procedures

- Materials should be selected that meet the students' needs beyond the curriculum and encourage intellectual growth, critical thinking, problem solving and information literacy and free voluntary reading.

Reconsideration

Community members may occasionally disagree with some materials in the library media center despite the quality of the selection process. Community members have a right to ask that materials be reconsidered. The review of questioned materials will be treated with priority, courteously and calmly. Every effort will be made to consider objections, keeping in mind the best interests of the students, the school and the curriculum.

In the event of a complaint, the following procedures are to be followed:

1. The complaint should first be addressed to the Library Media Specialist, at the patrons school, either verbally or in writing.
 - a. The Library Media Specialist will then review the material.
2. If the issue is not resolved satisfactorily for the complainant, requests for reconsideration are to be made in writing, using the form attached to this policy.
3. The Principal and the Library Media Specialist shall be notified immediately upon receipt of the complaint form.
4. Requests will be submitted to a committee appointed by the Principal.
 - a. The Committee shall consist of :
 - i. A member of the school administration
 - ii. Library Media Specialist
 - iii. Faculty member
 - iv. Community Member
5. Materials may be removed from circulation while under consideration at the discretion of the Library Media Specialist/committee
6. The committee will read the material in question, read reviews from established professional selection tools, and make a judgment based on its total effect rather than the presence of words, phrases, or other isolated instances, which might be themselves be objectionable.
7. If either the person making the complaint or the Library Media Specialist is not satisfied with the decision made by the committee, it may be appealed to the Superintendent of Schools, who may forward the appeal to the Board of Education. The Board's decision shall be final.

Instructions to the Reconsideration Committee

The committee should review the Library Bill of Rights quoted in the Collection Development Policy and base decisions on its principles.

- Read all materials completely, including the full text of the challenged material and available reviews.
- Checking for acceptance of the material at other schools, in the state or nation, will help determine overall suitability.
- Passages or parts should not be taken out of context. Weigh the values and faults carefully and base an opinion of the material as a whole.
- The final decision, presenting all opinions within the committee, will be presented to the person filing the complaint once all discussion has been completed and a judgment concerning the material has been made.

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