

Essex High School
Collection Development Policy
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Mission Statement:

Our mission is to meet the individual needs of each student at Essex High School, while fostering an environment of project-based and student-centered learning. We strive to promote a culture of reading, learning, and collaboration, while recognizing and embracing the cultural and socioeconomic diversity of our student body. We will teach the students better information seeking behavior, as well as provide them with the best possible workplace readiness preparation.

Purpose of Collection Development Policy:

The purpose of a collection development policy, approved by the Essex High School administration and the Essex County School Board, is one of the library's fundamental documents. This document outlines the mission and policies of the library media center, and the services offered to all patrons. The policy is designed, keeping in mind the American Library Association's Code of Ethics and Key Action Ideas, which are outlined at the conclusion of this document. This policy ensures that the Essex High School Library Media Center will maintain the values and mission of Essex High School, and maintain a culture reflecting and serving the needs of the student body, teachers, and administration.

Philosophy and Scope of the Collection:

The Essex High School library media specialist acquires materials that reflect a wide range of reading interests, in both the areas of fiction and nonfiction, as well as other supportive sections such as: Biographies, Reference, and Story Collections. The collection requirements are based on various factors, including: reading level, interest level, demographics, socioeconomic, diversity and culture of the student population, and intellectual/academic needs of the student body as a whole.

Patron use and interest is the number one force that drives collection development decisions, including the acquisition of new materials and the removal of obsolete or out-of-date materials. Patron use and interest is determined by researching circulation statistics and utilizing assessment tools like reader interest surveys.

The other driving motivation for collection development, is the Essex High School mission and strategic plan. The Library Media Center strives to support the objectives laid out by the Essex High School administration and faculty, supporting both educational and intellectual needs. Selection of materials is made to support greater understanding of diverse viewpoints, and to show appreciation of all students as individuals, and as a whole.

Materials for the collection are acquired with the grade levels 8-12 in mind, while also making sure we obtain materials to accommodate our students in the English Language Learner and Exceptional Education programs.

The library upholds an individual's right to access information, while recognizing that some materials may be sensitive in nature or controversial, based on an individual's beliefs or perspectives. The Essex High School library media specialist follows the ALA Code of Ethics' stance on intellectual freedom, which states:

“II. We uphold the principles of intellectual freedom and resist all efforts to censor library resources” The link to this statement and its associated explicates can be accessed below:

[ALA Code of Ethics](#)

Selection Criteria

The EHS library media specialist uses their expertise, training, and knowledge of the student body and EHS to determine the needs of the EHS library media center, in terms of print and electronic/digital resources. When making selections for the media center, the library media specialist assesses the following factors:

- Reader interest
- Patron/student recommendations
- Staff recommendations
- Student requests
- Staff/administration requests
- Need to replace essential/required worn, damaged, or missing materials
- Community demographics
- Consideration should be given to diverse user interests, abilities, backgrounds, cultures, languages, and maturity levels. Materials intended for student use should be appropriate for the subject area and for the age, social development, ability levels, special needs, and learning styles of students served by the collection
- Currency of the resource
- Significance of the author/work
- Reception of the work/resource
- Materials should represent various viewpoints on controversial issues so that students learn to explore, analyze and make intelligent judgments
- Relevance to the existing collection's strengths or weaknesses
- Price, availability and library materials budget

In Essence:

The library media specialist makes determinations about the needs of the school and the library media center, based on multiple factors; All this is done, keeping in mind the needs and best

interests of our students. The library media specialist's goal is to provide resources that will foster a culture of reading and lifelong learning.

Patron Recommendations

If you know of a particular book, genre, nonfiction subject, biography/autobiography, or author's works you would like to see in the Media Center, please take a few minutes to fill out the request form listed on the library media center department page. The Library Media Specialist will take into consideration each request, and to the best of his/her ability accommodate these requests.

Library Donations

All donations will be accepted by the library media specialist for approval. The donations will be carefully evaluated for condition, possible duplication, currency, and appropriateness for the collection. Any unused materials will be donated to the Tappahannock Public Library. A variety of reading levels will be accepted at EHS, to include young adult literature, as well as some developing reader level titles, to accommodate the needs and interests of all our students.

Reconsideration of Materials

The Essex High School library media center is committed to upholding the American Library Association principles of intellectual freedom, and the 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. (2017, February 16). Library Bill of Rights. Retrieved December 04, 2017, from

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

-With the above statement considered, the library media specialist does recognize that at times there may be materials called to question based on a person’s personal beliefs, ethics/values, culture, race, religion, and other aspects of society, that might cause them to request the reconsideration of materials in the library’s collection. Below you will find the procedures for requesting the reconsideration or challenge of a material.

Procedure for Challenges to Materials

1. The complainant will contact the head library media specialist directly, either by email or by phone, to discuss their concerns. If the complainant is not satisfied with the result of the conversation, they will be directed to step 2.
2. The complainant will be asked to fill out a *Reconsideration of Materials Form* and turn it into the library media specialist. Once the library media specialist has received the form, they will turn it into the principal and a reviewing committee for review, and, if need be, forwarded to the central school board office for further review. The form can be printed by typing Ctrl “C” on your computer keyboard. This form is available on the Media Center Department page.
3. The form must be submitted to the library media specialist within two weeks of the initial complaint, or the issue will be assumed resolved.
4. Once the reviewing committee has reviewed the complaint, the material will either be removed, or the complaint withdrawn, based on the reviewing committee’s decision.

Collection Management

Collection development will solely be the responsibility of the library media specialist, based on informed assessment of the collection's needs, as well as input from students, faculty/staff, and parents. All final decisions will be made at the discretion of the library media specialist.

Code of Ethics of the American Library Association

As members of the American Library Association, we recognize the importance of codifying and making known to the profession and to the general public the ethical principles that guide the work of librarians, other professionals providing information services, library trustees and library staffs.

Ethical dilemmas occur when values are in conflict. The American Library Association Code of Ethics states the values to which we are committed, and embodies the ethical responsibilities of the profession in this changing information environment.

We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

The principles of this Code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

I. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.

II. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.

III. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.

IV. We respect intellectual property rights and advocate balance between the interests of information users and rights holders.

V. We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.

VI. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.

VII. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.

VIII. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of coworkers, and by fostering the aspirations of potential members of the profession. Adopted at the 1939 Midwinter Meeting by the ALA Council; amended June 30, 1981; June 28, 1995; and January 22, 2008. The previous version of this file has long held the incorrect amendment date of June 28, 1997; the Office for Intellectual Freedom regrets and apologizes for the error.