



Recommended Task

Sample Collection Development Policy

Collection development policies define how materials are to be selected and deselected (weeded). Clear, strong guidelines in your collection development policy will protect you, the school, and the school library's collection should books be challenged. This policy also defines how gifts to the library will be handled. You may use this supplemental as inspiration for creating your own collection development policy. Modify it to account for district policies and procedures that affect collection management.



(YOUR SCHOOL'S NAME) LIBRARY COLLECTION DEVELOPMENT POLICY

It is the mission of (Your School's Name) School Library to provide its users with quality materials that are selected with the overall purpose of ensuring that its staff and students are effective users of ideas and information. The school library should contribute to the social, emotional and intellectual development of the students. This school library follows (Your District's) policy in the selection, deselection, and adoption of materials.

A. SELECTION OF MATERIALS POLICY:

- 1. Educational significance:** Materials enrich and support the curriculum taking into consideration the varied interests, abilities, learning styles, and maturity levels of the students served.
- 2. Need and value to the collection:** Materials align with curriculum needs and standards.
- 3. Reputation and standing of author or producer:** Materials selected based on recommendations and reviews.
- 4. Audio-visual:** Items selected for clarity, adequacy, and scope of content.
- 5. Organization and presentation of contents:** Materials are easy to read or use by both teachers and elementary students.
- 6. Readability and/or comprehensibility:** Must be age and reading level appropriate.
- 7. Potential user appeal:** Supports reading programs and reading development.
- 8. Artistic quality and/or literary style:** Encourage a lifelong love of reading and learning.
- 9. Quality format:** Must be attractive and functional and of library quality.
- 10. Value commensurate with cost and or need:** Must be within budget, and of the best quality possible.
- 11. Aligned with national and local standards:** Materials selected will contribute to the schools ability to meet the curriculum and foster reading skills and literature appreciation. The school library will also represent varied types of materials, points of view, and forms of expression. (Your School's Name) School Library subscribes in principle to the statements expressed in the American Library Association's Library Bill of Rights, the American Association of School Librarians' *National School Library Standards*, district policy, and associated documents.

B. WEEDING POLICY

1. Allow for maximum permissible time without usage or reasonable interest shown in materials.
2. Attempt to repair any materials that might reasonably be salvaged for library use.
3. Follow the MUSTY rule.
 - **M**=Misleading or obsolete. Contains out of date or inaccurate facts.
 - **U**=Ugly. The item is in poor physical condition, worn out, and beyond repair.
 - **S**=Superseded by newer or much better information or copies available OR the item has been replaced by an updated version.
 - **T**=Trivial. No longer appropriate for the collection and has no literary, scientific, or curriculum merit.
 - **Y**=Your collection has no use or room for the item. It is irrelevant to the needs of the school.

4. Dispose of any weeded books in accordance with district guidelines.

C. GIFT POLICY

1. Gifts must qualify according to the same standards as purchases if they are to be kept.
2. If you wouldn't buy the gift offered, don't accept it.
3. The school librarian/paraprofessional decides whether to use a gift, give it to a classroom teacher, or refuse to accept the donation.
4. All donations are on a permanent no-return basis.