

RED HOOK CENTRAL SCHOOL DISTRICT

POLICY # 5305

Library Collection Development Policy

The purpose of this collection development policy is to explain how print, non-print, and digital materials are selected and withdrawn from the Red Hook Central School District libraries. This policy not only reflects the vision and mission of our schools, but also serves to empower our community as we continue to grow and change together.

Alignment with Library Professional Values

The Red Hook Central School District libraries strive to offer the school community a safe space to explore interests, develop talents, and inspire lifelong learning. As such, we support the American Library Association's affirmation that all libraries are forums for information and ideas, and that the basic policies found in this document should guide library service.

Procedure

Media center materials selection will be coordinated by the building library media specialist. In selecting learning resources, the library media specialist will evaluate available resources for curriculum needs and student interests, and will consult reputable, professionally prepared aids to selection, and other appropriate sources. The actual resource will be examined whenever possible.

Requests and suggestions for the purchase of instructional materials shall be gathered from staff to the greatest extent possible and from students when appropriate.

Gift materials shall be judged by the selection criteria and shall be accepted or rejected by those criteria.

Selection of Learning Resources

The following criteria will be used as a guide to purchase materials for the library media center:

- educational significance
- alignment with the vision and mission of the Red Hook Central School District
- contribution the subject matter makes to the curriculum and to the interests of the students
- favorable reviews found in standard selection sources
- favorable recommendations based on preview and examination of materials by professional personnel
- reputation and significance of the author, producer, and publisher
- validity, currency, and appropriateness of material
- contribution the material makes to breadth of representative viewpoints on controversial issues
- high degree of potential user appeal
- high artistic quality and/or literary style
- quality and variety of format
- value commensurate with cost and/or need
- timeliness or permanence
- integrity

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

Elementary	Secondary
<ul style="list-style-type: none"> • ALSC (Association for Library Service to Children) Notable Children’s Books • YALSA (Young Adult Library Services Association) Best Books for Young Adults • Notable Social Studies Trade Books K-12 • Outstanding Science Trade Books K-12 • Booklist • School Library Journal • School Library Connection • Horn Book • Kirkus Reviews • Award lists: Caldecott, Newbery, Coretta Scott King, Belpre, and others • Titlewave Suggested Book Lists • Recommendations from representatives at Oblong Books & Music and Barnes and Noble • Common Sense Media 	<ul style="list-style-type: none"> • Best Books for High School/Middle School • ALSC Notable Children’s Books • YALSA Best Books for Young Adults • Notable Social Studies Trade Books K–12 • Outstanding Science Trade Books K–12 • School Library Journal • YALSA • School Library Connection • Booklist • Horn Book • Kirkus Reviews • Library Journal • Award lists: Caldecott, Newbery, Coretta Scott King, Belpre, and others • Titlewave Suggested Book Lists • Recommendations from representatives at Oblong Books & Music and Barnes and Noble • Common Sense Media

Accessibility & Formats

Red Hook Central School District libraries will maintain a collection that supports the ever-changing skills needed for today's students while actively working to provide equitable access for all. Library materials must be accessible to all users, including people with disabilities and those who speak English as a second language. The library must ensure that students are not left behind by the changes and advancements in technology. To provide students with the maximum access and flexibility of use, the library will:

- Provide information in a variety of formats (printed books and periodicals, enlarged print, online databases, audiobooks, apps, etc.)
- Provide easily accessible, adaptable digital materials to meet the needs of diverse learners
- Establish flexible and continuous access to digital collections beyond the school day
- Promote adaptive materials, technologies, and special collections when needed

Dignity for All Students Act (DASA)

When making materials selections Red Hook Central School District libraries follow the guidelines provided by the DASA legislation, which amended State Education Law by creating a new Article 2 – Dignity for All Students. The Dignity Act also amended Section 801-a of New York State Education Law regarding instruction in civility, citizenship, and character education by expanding the concepts of tolerance, respect for others and dignity to include: an awareness and sensitivity in the relations of people, including but not limited to, different races, weights, national origins, ethnic groups, religions, religious practices, mental or physical abilities, sexual orientations, gender identity, and sexes.

Intellectual Freedom

The Red Hook Central School District libraries respect and affirm the individual right to access library materials and services. The principles of access to library materials are embodied and expressed in the First Amendment to the United States Constitution—"Congress shall make no law respecting an establishment of religion, or prohibiting the free exercise thereof; or abridging the freedom of speech, or of the press; or the right of the people peaceable to assemble, and to petition the Government for a redress of grievances." We embrace the American Library Association (ALA)'s definition of Intellectual Freedom and the ALA's Library Bill of Rights, a copy of which is appended and made a part of this policy. The following is an explanation of why it is important:

"Intellectual freedom is the right of every individual to both seek and receive information from all points of view without restriction. It provides for free access to all expressions of ideas through which any and all sides of a question, cause or movement may be explored.

Intellectual freedom is the basis for our democratic system. We expect our people to be self-governors. But to do so responsibly, our citizenry must be well-informed. Libraries provide the ideas and information, in a variety of formats, to allow people to inform themselves" (American Library Association, 1996).

The library will not limit or prohibit students' access to materials available in the library, but invites parents to participate in conversations with their children about their selections. In a situation where a student, teacher, parent, or community member disagrees with the selection of a resource available in the library, the procedure for reconsideration, discussed below, must be followed.

Reconsideration

The complainant must fill out a written complaint form. (See Policy 1420-E [http://www.redhookcentralschools.org/cms/lib04/NY01000233/Centricity/Domain/40/Microsoft Word - 1420-E.pdf](http://www.redhookcentralschools.org/cms/lib04/NY01000233/Centricity/Domain/40/Microsoft_Word_-_1420-E.pdf)).

No duly selected materials whose appropriateness is challenged shall be removed from the school except upon the recommendation of a reconsideration committee, with the concurrence of the Superintendent or, upon the Superintendent's recommendation, the concurrence of the Board of Education, or upon formal action of the Board of Education when a recommendation of a reconsideration committee is appealed to it.

Weeding

The Red Hook Central School libraries strive to maintain a diverse and current collection of information in a variety of formats. Shelf space within the library is a valuable and limited asset, and weeding is an essential component of any collection development plan in order to maintain a collection that meets the needs of students and the curriculum. Weeding decisions will be left to the Librarian's discretion following ALA's best practices. Materials may be kept even if they meet the weeding criteria if they contain local history, are school publications, are out of print, or contain biographical sources that can be used as a teaching tools.

Weeding is completed in order to:

- maintain a current, useful, dynamic collection
- adapt to changing needs and interests of students and teachers
- accommodate changes in the school's curriculum
- make the best use of floor and shelf space
- improve the physical appearance of the collection

- assess the collection's strengths and weaknesses
- increase circulation

Weeding Criteria

- Length of time since the item was last checked out (on average 5 years)
- Age of the book in terms of copyright date (on average 5 years, although age is more telling in some parts of the Dewey scheme than in others, e. g., medical, legal, current events, and computer subjects need to be very current)
- Condition of the item
- Unneeded: The material supports a curriculum or reading program no longer in place, or is part of a collection that needs to be pared down.

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.

Source:

"Library Bill of Rights." *American Library Association*. American Library Association, 23 Jan. 1996. Web. 15 Oct. 2014.

APPROVED: 01/24/18