

**Barr Elementary School
Library Media Center
Collection Development Plan**

Vision Statement

Barr Elementary School library will provide a welcoming environment that offers a balanced collection to serve the needs of all its users.

Mission Statement

The mission of Barr Elementary School's LMC is to assist in providing a quality education for every child by:

- *Providing the school community with a wide range of materials on appropriate levels of difficulty that will encourage growth and establish a life-long love of reading*
- *Encouraging lifelong information literacy and learning through reading and inquiry*
- *Providing an inviting, dynamic environment in which students and staff become learners capable of accessing, evaluation, applying and sharing information independently*

Goals and Objectives

The goal of Barr Elementary School library is to promote a love for reading that will develop an appreciation for books to become information literate and life-long readers. Barr Elementary School Library Media Center strives to provide patrons with materials that will enrich and support the educational program of the school. It is the responsibility of the school media center to provide a wide range of materials on different levels of difficulty, with diversity of appeal, and representing different points of view. The inclusion of any item in a collection does not necessary mean that the media center or school advocates or endorses the contents of that item.

Objectives

The goals of the media specialists are:

1. To teach students to access, evaluate, and use information.
2. To maintain a well-balanced collection of material appropriate to the needs of the school.
3. To provide assistance in locating and using instructional materials.
4. To promote instruction in information to students and faculty.
5. To provide planned instructional materials that will stimulate growth in factual knowledge and literary appreciation.

Policies and Procedures

Student Checkout

Students in grades first-fifth may check out library books. Responsible students in grades three through five may check out two books at a time. Materials are due back in one week, or may be renewed for an additional week as long as no student has requested the book. Special permission may be granted for more materials when necessary.

Staff Checkout

Faculty may check out an unlimited amount of materials for as long as needed. All materials must be checked-out; laptops or items without barcodes must be signed out.

Reference Materials

Reference materials are to be used by students in the library. Teachers may check out reference materials for use in the classroom when necessary.

Professional Collection

The teacher resource area/professional collection may be checked out by staff with unlimited usage but should be returned after use so others may use them.

Audio/visual Materials

Students are not allowed to check out audio visual materials. Teacher may check out these items for classroom use.

Periodicals

Magazines and journals are not to be taken out of the library by students, but may be checked out by faculty members. Only current issues of titles are displayed. Back issues must be requested at the circulation desk. At the end of the school year, old issues of student magazines will be given to students.

Overdue Materials

Overdue notices are sent home periodically. There are no fines for overdue books.

Lost or Damaged Books

If a book is lost or damaged, the book must be paid for before additional books can be checked out. The replacement cost of the book is stated on the overdue notices. Payment for a lost book will be reimbursed should the book is found or returned in good condition. Students who owe money to the library for book fines will not receive their final report card.

Collection Overview

- There are more than 5,600 print and digital items in our current collection
- Current needs of the collection including updating collection in all area. The current collection age is 18 years with the average copyright date of 2000.
- Curriculum related materials are in need for science, technology, and history. We are also in need of more electronic databases and updated reference materials.

Formats Included in the Current Collection and Needed

- Books (fiction and nonfiction)
- Audiobooks/CD
- Periodicals for reference and leisure
- Online databases for research-Magnolia
- Reference books
- AR books
- Professional titles for staff members

Budgeting Procedures

Each school year, an allocated amount of money is generated by the school district for each library based on student enrollment. This amount varies from year to year based on available funding and enrollment numbers. The LMS determines how these funds are allocated into each budget string. The LMS will maintain all receipts and records from each purchase. The librarian may only purchase material for the benefit and improvement of the LMC. The librarian will also develop a proposed budget based on the needs of the LMC. These needs will be determined by the advocacy committee recommendations, student and staff needs assessments, observations, collection development policy, and automated reports. The librarian will submit the proposed budget to the school principal for approval.

Timeline for Developing Collection

Year 1: 2017-2018

- Continuously weed items as needed to update collection age

Year 2: 2018-2019

- Acquire more print resources, including non-fiction and reference materials

Year 3: 2019-2020

- Acquire more digital resources, including e-books

Collection Maintenance

Collection evaluation and maintenance is the highest priority for the LMS. The library collection will undergo continuous evaluating in order to keep on target with its mission to ensure students and faculty are effective users of information by providing diverse cultural opportunities for reading and learning to all of its patrons. Circulation reports will be used to determine how the collection is being used and how it should change for patron needs. The materials will be assessed for their physical condition and their use. Through these ongoing methods the librarians will monitor the collection to see that is serving its patrons.

Acquisitions Guidelines

The needs of the library are based on the knowledge of the curriculum and of the existing collection. These needs are given first consideration in the selection of materials used to enhance the classroom curriculum. Selection is also based on student and staff survey results, advocacy committee recommendations, as well as close consultation between the librarian and the teachers. Requests for purchases are always welcome. The librarian is responsible for selecting materials and building and maintaining the collection.

Selection Criteria

The librarian will select resources in all formats for the library, utilizing but not limited to, the following criteria:

- Integral to the instructional goals, curricular, extracurricular programs of the school
- Appropriate for the reading level, understanding, access abilities of students
- Reflect the creative interests and relevant needs of the students and faculty
- Warrant inclusion in the collection because of literacy, historical and/or artistic value and merit
- Present information with the greatest degree of currency, accuracy and clarity possible
- Represent a fair and unbiased presentation of information while also representing as many shades of opinion as possible in order that varying viewpoints are available to students.
- Extend the walls of the library into the classrooms and outside of school to students, staff, and parents

Selection Tools

The librarian consults reputable, unbiased, professionally prepared review sources such as:

- The School Library Journal
- Horn Book
- Booklist

Weeding Guidelines

The library's collection will continually be evaluated in accordance with curriculum changes, new material formats, interests and needs of users, and changing instructional methods. Weeding is essential to maintain a relevant and attractive collection. Appropriate measures will be taken to dispose of discarded materials. Materials will be removed from the collection when items:

- Are in poor physical condition
- Have low circulation statistics
- Contain inaccurate information
- Contain obsolete subject matter
- Are superseded by more current information
- Are no longer needed to support the curriculum or student or faculty interests

Challenged Materials Policy

Any resident or employee of the school district may formally challenge library materials used in the district's school's library program on the basis of appropriateness. This procedure is for the purpose of considering the opinions of those persons in the schools and community who are not directly involved in the selection process. Challenged materials should be brought to the attention of school personnel and tried to be resolved informally. If the complainant wishes to file a formal challenge, a copy of the district Selection of Library Material Policy and request for Reconsideration of Library Materials form should be handled and mailed to the party concerned by the librarian or building administrator. Upon receipt of a request for formal reconsideration of library material, the administrator will appoint a reconsideration committee. The committee shall review the challenged material and judge whether it conforms to the principles of selection outlined in the district's Selection of Materials policy.

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.

Barr Elementary School Library Diagram

