

Hertford County Middle School Library

Collection Development Policy 2019-2022

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Introduction:

Welcome to Hertford County Middle School “Home of the Mighty Bears” !!! HCMS serves a student population of 600+ sixth, seventh, and eighth grade students residing in North Eastern North Carolina within Hertford County. Our Media Center

contains 12 computers and limited internet access, approximately 5000 non-fiction titles and 9000 fiction titles within the collection. The Media Center will open daily to provide library services according to the traditional school calendar.

I. Mission:

The mission of the Hertford County Middle School's Media Center is to provide a welcoming environment that encourages academic research and excellence while stimulating readers to become lifelong learners. Provide a space that is conducive to learning while providing information literacy, accessible, and flexible learning environment. The Media Center will provide an environment where Students, Faculty, and Staff Members are empowered users of ideas and information.

II. Vision:

Resources will be provided to all students as they are expected to achieve at increasing reading levels. Students shall develop reading knowledge and skills necessary for 21st century academic success. We believe that our efforts to establish an environment that promotes academic excellence and positive social growth will develop students who are prepared to achieve their college, career and life goals.

III. Goals/Objectives of the Collection Development Plan:

1. Increase average age of both fiction and non-fiction collections.
2. Weed & replace aged material.
3. Provide resources by subject (Fiction & Non-Fiction)
4. Create a MakerSpace located on the 2nd Floor.
5. Provide and maintain a collection that is diverse, serves all learners and content areas.
6. Provide materials according to all reading levels.

7. Implement a Green Screen.
8. Provide materials that encourage various perspectives, formats, and difficulty levels.

IV. Policies and Procedures:

1. **Student Checkout:** Students may checkout a minimum of 2 books at a time (1 Fiction, 1 Non-Fiction). Students will be permitted to checkout books during media sessions, open stacks (homeroom)
2. **Staff Checkout:** Staff Members may checkout a maximum of 1 class set at a time, and up to 10 general collections. An override may be permitted by the Media Coordinator.
3. **Reference & Professional Materials:** In house use only. An override may be permitted by the Media Coordinator.
4. **Audio Visual:** Faculty Members must comply with HCPS Device Agreement Forms.
5. **Periodicals:** 5 day checkout
6. **Overdue Material:** Overdue Notices will be generated from Follett and provided to patrons. Late Fees will not be generated however, all overdue materials that aren't returned to the Media Center within 60 days will be assumed as lost. Full price recovery will be added to patron's accounts.
7. **Lost & Damaged Items:** Lost/Damaged Items Notices will be generated from Follett and provided. All costs/fines will be associated with the account. All users will be responsible for all fees & fines.

Collection Development Procedures:

1. Academic needs of student and faculty members
2. School mission and vision
3. Curriculum support
4. Content of current collection
5. Reader's interest & ZPD Levels.

Procedures for Selection:

In selecting materials, the Media Coordinator (School Librarian) will evaluate and select all materials for the library, including but not limited to:

1. National and state awards winners such as:
 - A. Caldecott Award
 - B. Newbery Award
 - C. Coretta Scott King Award
 - D. Michael Printz Awards
 - E. Pura Belpre Award
2. Booklist such as:
 - A. Battle of the Books
 - B. School Library Journal Professional Reviews
 - C. AASL.
3. Recommendations by:
 - A. AADL Youth Services Department
 - B. ALA's Young Adult Library Services Association (YALSA)
4. Online Collection development tools such as Follett's Titlewave.
5. Recommendations by faculty, administrations, students, and parents.

School Emergency & Safety Drills

Students located with the Media Center during School Emergency & Safety Drills will follow the school's safety policy as outlined under the supervision of the Media Coordinator & other staff members. Students will be escorted according to assigned guided areas of the schools zone.

V. Collection Analysis :Media Center Collection Data: Effective 10/4/19

School Year	Items in Collection	Age of Collection	Years Behind	Aged/Outdated Books	NC Rating (4 levels - Outstanding, Developing, Minimum and Below)
HCMS 19-20	11,810	2000	19	52% -6,192	Below
HCMS 20-21					

HCMS 21-22					
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Collection Analysis Overview: Titlewave Analysis: Effective 10/4/19

School Year	Fiction %	Non-Fiction%	2014 or Newer	Average Reading Level	Accelerated Reader
HCMS 19-20	44%	56%	13% -1,532	5th Grade	5.6
HCMS 20-21					
HCMS 21-22					

The Collection Analysis provides information on the average age of the collection, percentage of fiction/nonfiction, average reading level, items in collection, age/outdated books, number of years behind, and the average age of all classification including reference, biography, easy, and professional.

VI. 2019 Budget

	Date:	Items Received:	Invoice#	Amount:	Funding Source
1.	Sept 2019	2019-2020 (MSBOB) Battle of the Books Collection	N/A (Donated)	(Donated)	AIG Funds
2.	Sept 2019	2019-2020 Battle Questions	N/A (Donated)	(Donated)	AIG Funds
3.	Sept 2019	Follett (Wireless Scanner)	HCMS PO	\$600.00	State Funds

4.	Oct 2019	Demco	HCMS PO	\$300.00	Local School Funds
5.	Nov 2019	Follett (Titlewave) Books	PO# 46000041038	\$845.80	State Funds
6.	Dec 2019	China Garden (Media Assistants Celebration)	HCMS PO	\$185.00	Local School Funds
7.	Mar 2020	Follett (Titlewave) Books	PO# 46000041567	\$744.84	State Funds

Process for purchasing items:

Purchased items must be aligned on HCPS Purchase Orders. All purchases orders must be approved by the school principal and signed by the school bookkeeper.

How to handle donated items:

Donated items must be listed on a checklist form. Attributes to consider for donated items are, copyright age, reading content, reading level, physical condition, paperback/hardcover etc.

VII. Timeline for Developing Collection

School year 2019-2020 (*Weed the collection, identify gaps, and areas to enhance*)

- Begin the 1st phase of weeding/ replacing damaged books
- Purchase approximately 70 Fiction Books
- Purchase approximately 30 Non-Fiction Books
- Identify Age Gap for Biography Books (920, 921, 92)
- Identify Age Gap for Non-Fiction Literature & History (800s, 900s)

School year 2020-2021

- Continue the 1st phase of weeding/ replacing books at least 15-20 years old
- Weed all class sets 15-20 years old
- Weed all paperbacks
- Purchase/Replace a minimum of 200 Fiction Books
- Purchase/Replace a minimum of 100 Non-Fiction Books

- Purchase/Replace a minimum of 50 Biography Books (920, 921, 92)
- Purchase a minimum of 2 class sets
- Enhance 500s, 700s
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School year 2021-2022

- Begin the 2nd phase of weeding/replacing books at least 15-20 years old
- Continue weeding class sets 15-20 years old
- Purchase/Replace a minimum of 200 Fiction Books
- Purchase/Replace a minimum of 150 Non-Fiction Books
- Purchase a minimum of 3 class sets
- Enhance 300s, 400s

School year 2022-2023

- Begin the 3rd phase of weeding/replacing books at least 15-20 years old
- Purchase/Replace a minimum of 200 Fiction Books
- Purchase/Replace a minimum of 150 Non-Fiction Books
- Purchase a minimum of 3 class sets
- Enhance 000s, 100s, 200s

VIII. Collection Maintenance/Inventory Process:

Collection Maintenance- Maintenance of the collection will be on a weekly basis.

Shelving and shelf maintenance will occur several times within the week.

Books shall be removed from the collection if in the following condition:

1. Torn or Ripped Covers/Spine
2. Poor Physical Condition
3. Missing Check-out Labels/Barcodes
4. Outdated within the Follett System

Inventory Process- Inventory will be generated at least once within a school year utilizing Follett-Titlewave. Once the inventory process has started it will continue until it is finalized within the system. The Inventory Process will be complete by the end of each school year.

IX. Weeding

Each section of the General Collections (Fiction & Non-Fiction), Reference, Easy, and Biography Collections will be reviewed annually. Weeding will be an ongoing process throughout the school year. The following criteria will be considered when reviewing collection materials:

1. Copyright Date- Books may contain out of date content.
2. Information Currency-Information changes over time as outdated information can be misleading.
3. Physical Condition-Physical condition of books declines over time & books may be in poor condition
4. Circulation Statistics-Data from Follett will be used to evaluate the circulation of books in current years.
5. Relevance to our curriculum-Appropriateness to the needs of the patrons.

X. Challenged Materials Policy

HCMS adheres to the ALA's Library Bill of Rights and Freedom to Read Statement and access to information. All complaints will try to be resolved informally. Whereas, further evaluation has to be considered: the materials challenged may be temporarily removed from the collection for final reconsideration. Temporarily removal will be considered in a case by case scenario by the Media Coordinator.

All complaints will be documented and reported to administration & MTAC (Media Technology Advisory Committee) . A decision should be made within (30 Days) of the initial challenge. Further reviews or decisions may be considered upon the Hertford County Public School Board. Thereafter, decisions concerning the challenged materials shall be final and may not be subject to further reviews, petitions, or challenges.

