

Illinois State University Laboratory School Libraries: Collection Development Policies & Procedures



Thomas Metcalf
S C H O O L

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I. Philosophy

- Mission Statement of the Illinois State University Lab School Libraries:
 - ISU Lab School Libraries strive to meet the academic, recreational, and social-emotional needs of their students, school communities, and the ISU university community at large by providing access to quality information and literature from diverse resources. We aim to advance student learning and success, cultivate the creation of new knowledge, steward all cultural heritages through curating inclusive collections, and deliver expertise. Our collections, spaces, and technologies are accessible in safe, vibrant, and comfortable learning spaces which foster lifelong learning through creativity and encouragement.

II. Selection

- Responsibility
 - The responsibility for the selection of instructional materials is delegated to the professionally trained personnel employed in the library by the school system. The relevant ISU Lab School Librarian assumes final responsibility for the selection of materials. Materials shall be chosen by the relevant ISU Lab School Librarian alone and in cooperation with faculty, staff, and students.
- Scope and Definition
 - ISU Lab School Libraries make readily available for inspection, evaluation and use educational materials of the highest quality produced for the use of the following patrons:
 - Thomas Metcalf School: PreK-8th grade students, faculty and staff
 - University High School: 9th-12th grade students, faculty and staff
 - Illinois State University Faculty/Staff
 - Illinois State University Students
 - Priority is given to print materials, online library platforms, and databases which directly support curriculum and recreational reading by preparing students, and the larger Illinois State University campus, to meet requirements of coursework as well as exposure to diverse literature in a variety of formats.
- Criteria for Selection - Materials selected for inclusion in the collection of the ISU Lab School Libraries shall satisfy the following:
 - Materials shall be chosen to enrich and support the curriculum and the educational, emotional, and recreational needs of the users.
 - Materials shall meet high standards of literary merit in:

- **Diversity:** Emphasis is placed on collecting resources which accurately and respectively represent diversity in culture, ethnicity, race, religion, gender, sexual orientation, ability, citizenship status, country of origin and more. It is crucial resources reflect the diversity of experiences within a given identity and represent intersectional identities.
- **Accuracy:** Materials, both informational and fictional, should be free of bias and misrepresentation, and, when appropriate, contain factually accurate content with a distinction made between facts and opinions. Occasionally, materials may be selected or retained towards the opposite effect to help pre-service teachers learn to investigate and critically examine resources.
- **Currency of information, usefulness, and/or utility:** Except in unique circumstances, materials selected will have been published within the last five years and reflect the best practices for both curriculum and instruction as well as reading for pleasure.
- **Authority:** Publishers, authors, illustrators, and other creators ought to be evaluated to ensure the selected materials are of an appropriate level of quality and academic rigor. In some cases, the ability of relevant creators to produce an authoritative resource may be deduced based on credentials, recognition, or accolades. It also might be determined based on whether the author has insider experience, expertise, or perspective on a given subject matter.
- **Ease of use for patrons of a variety of ages.** Materials shall be appropriate for the subject area and for the age, emotional development, ability level, learning styles, and social development of relevant ISU Lab School students. The materials in the collection may portray more mature or sensitive content that is relevant to an older audience. There is not always a clear division between books intended for middle level and high school level readers or upper level high school and adult readers. The selector will base selection decisions for these materials off of review sources and trusted industry professionals.
- Materials shall support national and Illinois State Standards and the curricular needs of the ISU Lab Schools to encourage creative lesson planning strategies and innovative instructional uses within the classroom setting.
- Materials shall represent differing viewpoints of controversial issues so users may be motivated to engage in critical analysis of such issues, to explore their own beliefs, attitudes, and behavior, and make intelligent judgments in their everyday lives.

- Selection Tools
 - The following professional resources are available to assist the ISU Lab School Librarians in the selection process; however, selection is not limited to the use of these tools:
 - Booklist
 - School Library Journal
 - Novelist
 - Goodreads
 - School Library Monthly
- Professional Collection
 - In order to serve the needs of the ISU Lab School faculty and staff and other members of the University community, ISU Lab School Libraries maintain a small professional collection of materials relating to the fields of education and library science.
 - The ISU School Librarian selects journals and magazines appropriate for curricular and recreational interest and use to ISU Lab School educators, administrators, students, and Librarians.
 - ISU Lab School faculty also have access to the comprehensive collections of Milner Library (<http://library.illinoisstate.edu>)
- Online Information Policy
 - ISU Lab School community users should adhere to the terms and conditions outlined in the Technology Acceptable Use Policy Agreement of the relevant ISU Lab School..
- Non-print Materials Policy (Databases)
 - The ISU Lab School Libraries provide non-print materials and services for the following purposes:
 - to implement, enrich, and support the curriculum of the ISU Lab Schools
 - to meet the individual, educational, emotional, and recreational needs of ISU Lab School and ISU students, faculty and staff.

III. Gifts

- The ISU Lab School Libraries welcome gift materials. These materials shall be subject to the same criteria as those obtained through the regular selection process. Materials not chosen for inclusion in the ISU Lab School Library collections shall be offered to faculty for classroom library usage or recycled.

IV. Weeding

- Purpose
 - The ISU Lab School Library recognizes the importance of maintaining a collection of current, appropriate, and useful materials. Therefore, a periodic evaluation of the collection will be performed in order to remove or replace materials which are no longer useful. The following guidelines have been developed to aid in the weeding process; however, the final decision concerning the removal or replacement of material rests with the ISU Lab School Librarians.
- Guidelines
 - **Weeding by Appearance**
 - Worn-out volumes: dirty, brittle, yellow pages; missing pages; tattered covers; etc.
 - Badly bound volumes: soft, pulpy paper and/or shoddy binding
 - Badly printed works
 - Books of antiquated appearance which might discourage use
 - Audio-visual materials with missing or broken pieces
 - **Weeding of Superfluous or Duplicate Volumes**
 - Unneeded duplicate titles
 - Older editions
 - Highly specialized books (when library holds more general or up-to-date volumes on the same subject)
 - Books on subjects of little interest to the local community
 - Books which no longer relate to the curriculum (if specialized)
 - **Weeding Based on Poor Content**
 - Information is dated
 - Information is inaccurate
 - Stereotypes are present
 - Book is poorly written
 - **Weeding According to Use**
 - Nonfiction: Book has not been checked out within last 10 years
 - Fiction: Book has not been checked out within last 5 years (classics excluded)

- **Categories of Books which may be quickly outdated:**
 - 000s: computer
 - 100s: psychology (especially popular literature)
 - 300s: college & career materials
 - 400s: grammars with dated examples and/or illustrations
 - 500s: astronomy, chemistry, physics, biology
 - 600s: electronics, engineering, health, technology
 - 900s: popular biographies
 - Mistakes in selection/acquisition
- **Categories of Books which are not quickly outdated:**
 - dictionaries
 - biographical sources
 - literary criticism
 - classics of literature
 - world languages literature
 - art books
 - local history/geography
 - books providing general principles of a subject or discipline

V. Reconsideration of Materials/Challenge Process

- Statement of Policy
 - The ISU Lab School Libraries subscribe in principle to the philosophy expressed in the American Library Association's Library Bill of Rights and its supporting documents and the American Association of School Librarians' School Library Bill of Rights for School Library Media Programs.
 - The ISU Lab School Libraries also recognize materials selected may occasionally be challenged or questioned, despite the care taken in selecting them. A procedure for processing and responding to criticism of approved material has been established and shall be followed. This procedure shall include a formal signed statement of concern of standard format and an appointed committee to reevaluate the material in question. In the case of concerns, the item in question will be reevaluated based on the selection criteria within the ISU Lab School collection development policy.
 - This reconsideration policy will be reviewed by the ISU Lab School Librarians every five years to ensure it is appropriately aligned with ALA.
- Procedure for Handling Challenged or Questioned Books and Materials

- Upon receiving a concern, the ISU Lab School Librarian relevant to the concern shall hold a conference with the patron making the request. An ISU Lab School Administrator at the relevant school shall be notified and may be present at the conference.
- If the problem cannot be resolved in the conference, the patron will be given the opportunity to fill out a "reconsideration of materials" form. A separate form is required for each concern and will only address the concern at the school in which the concern originated. (see form: [Appendix A](#))
- The patron will return the completed form in its entirety to the relevant ISU Lab School Librarian, who will forward a copy to the ISU Lab School Principal of the relevant school and the Superintendent of the ISU Lab Schools.
- The ISU Lab School Principal of the relevant ISU Lab School and the Superintendent of the ISU Lab Schools will appoint a committee to review the formal reconsideration request. This committee shall be comprised of:
 - ISU Lab School Librarian
 - ISU Lab School Administrator
 - Dean of the University Libraries (or designee)
 - Two Faculty Associates from the relevant ISU Lab School by grade level and/or content area
 - One CAC parent member from the relevant lab school
 - Faculty Member from the College of Ed
- No materials shall be removed from use until the assembled committee has made a final decision.
- The committee shall take the following steps to address the concern:
 - Examine the material requested for reconsideration
 - Check general acceptance of the materials by reading reviews.
 - Weigh values and faults against each other and form opinions based on the materials as a whole.
 - Assess the material's inclusion in the relevant lab school library based on the collection development policy.
 - Meet to discuss material and vote on the majority outcome.
 - Prepare a report for the Superintendent of the ISU Lab Schools outlining the committee's decision and justification (see form: [Appendix B](#)).
- The ISU Lab School Principal of the relevant ISU Lab School, or designee, will contact the concerned patron regarding the committee's decision.
- The committee decision may be appealed via written notice to the Superintendent of the ISU Lab Schools within one week of notification of the decision.

- The Superintendent of the ISU Lab Schools will provide a final decision within two weeks of receipt of the appeal.
- The outcome decided by the committee will remain valid for five years; if an additional reconsideration form is completed on the same title, the concerned individual will be directed to the relevant library website where reconsideration decisions are listed.

Bibliography

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<https://nycdoe.libguides.com/librarianguidebook/home>. Accessed 15 Feb. 2022.

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Appendix A:

Request for Reconsideration of ISU Lab School Library Materials Form

To be submitted to the building administrator

Your Name: _____ Date: _____

Address: _____

(Street)

(City)

(Zip)

Phone(s): Home _____ Work _____ Cell _____

Email: _____

You represent: Self or Organization: Name of Organization: _____

School where material is located: _____

1. Identify the material:

Title: _____

Author: _____

Publisher & Copyright Date: _____

Resource on which you are commenting:

Book eBook Audio Other

Is the resource part of the curriculum, library collection, or other? _____

2. Is this material required reading? _____

3. What brought this resource to your attention? _____

4. Did you read and/or view the entire book or recording? Yes No

If not, what sections did you review? _____

5. What concerns do you have about the resource? (Cite pages, passages, scenes, etc): _____

6. If you are aware of professional evaluations of this material, please describe: _____

7. What will define success in resolving this concern for you? Please prioritize desired

outcomes: _____

(Signature of Person Completing Form)

Appendix B:

ISU School Library Materials Reconsideration Committee Evaluation Form

To be submitted to the ISU Lab School Superintendent

Committee Members: _____

Date of Committee Meeting: _____

1. Identify the material:
 - Title: _____
 - Author: _____
 - Publisher & Copyright Date: _____
2. Resource type being considered:
 Book eBook Audio Other
3. Is the resource part of the curriculum, library collection, or other? _____

4. Read the entire book which is under reconsideration.
5. Consult the selection criteria section of the collection development plan. Then discuss the alignment of the material with the selection criteria.
6. For each criteria, record the discussed strengths and weaknesses of the material (as applicable) as well as other criteria the committee deems relevant.
 - a. Diversity: _____
 - b. Accuracy: _____
 - c. Currency of Information: _____
 - d. Authority: _____
 - e. Ease of Use: _____
7. List any sources used during analysis such as book reviews: _____

8. Compile a list of possible outcomes committee members propose as viable. These will be the possible outcomes included when the committee votes on the final outcome. _____

9. Vote on possible outcomes to determine the committee's decision:

a. Proposed Outcome Option 1: _____

i. Vote: _____ Yes _____ No

b. Proposed Outcome Option 2: _____

i. Vote: _____ Yes _____ No

c. Proposed Outcome Option 3: _____

i. Vote: _____ Yes _____ No

d. Proposed Outcome Option 4: _____

i. Vote: _____ Yes _____ No

10. Decided Outcome: _____

11. Final Justification & Recommendation to the Superintendent: _____

Date Signed (MM/DD/YYYY): _____

Signatures of Committee Members:
