Lakeview Elementary School
Library Media Center
Collection Development Policy

Mission

The mission of the library media center at Lakeview Elementary School is to assist in creating lifelong learners by:

- Providing a variety of resources that support the curriculum at Lakeview;
- Maintaining a collection that fosters a love of reading in students;
- Creating an open, inclusive environment in which students are empowered to become learners capable of navigating a library and selecting the materials they need to further their education as well as for personal, independent reading.

Scope of Collection

The library media center at Lakeview Elementary School provides library materials in a variety of formats. Available for circulation by students are fiction chapter books, easy picture books, and nonfiction print materials in a range of levels in addition to a graphic novels collection. Teachers have access to these as well as to a collection of audiobooks, e-books, and DVDs for instruction and to a small, donation-based collection of professional resource materials. Sets of dictionaries, thesauruses, atlases, encyclopedias, and almanacs are available for use in the library. All of the materials in the library media center are included in the collection with the needs of the population at Lakeview Elementary School in mind.

Selection Policy Objectives

Resources in the library at Lakeview are selected to provide:

1. Quality print, digital, and A/V materials that support student learning
2. Literature that explores a range of interests, backgrounds, and perspectives, allowing for the presentation of many different points of views
3. Materials that represent a variety of religious, ethnic, and cultural groups
4. Nonfiction that is current, accurate, and quality
5. Books on every reading level for students in pre-K through 5th grade.
Responsibility for Selection

Responsibility for the selection of library media materials rests primarily with the librarian. Approval for purchase is given by the principal. Suggestions for materials from faculty, parents, and students of Lakeview Elementary School are taken into consideration.

To this end, it is the responsibility of the librarian:

a. To provide up-to-date, accurate materials that support the curriculum;
b. To take into account the interests, range of abilities, and maturity of students at Lakeview in selecting new materials;
e. To select all materials without regard for personal, private preference in order to ensure a quality, comprehensive collection appropriate for elementary school students that represents a variety of perspectives and allows for the learning of critical thinking skills.

Criteria for Selection

Materials are selected if they meet one (or more) of the following selection criteria:

- Subject matter relevant to the curriculum
- High user appeal, i.e. books with subjects that interest our students
- Respected, popular author, series, and/or publisher
- Recommended by students, parents, or staff at Lakeview
- Promotes ethnic, cultural, and/or religious diversity
- Fair, unbiased presentation of information from multiple varying viewpoints to encourage critical thinking, analysis of information, and the exploration of beliefs
- Recipient of children’s literature award(s)
- Format that allows greater access to literature, i.e. audiobooks for ESL learners
- Fills a gap in the collection
- Generally favorable reviews found in standard selection sources

ALL materials must be appropriate for age, stages of development, and abilities of students at Lakeview Elementary School.

Procedure for Selection

In selecting library materials, the librarian will (1) evaluate the needs of the curriculum, gaps in the collection, and the interests of students at that time, (2) consider the recommendations of staff as well as students, and (3) consult reputable, professionally prepared selection aids before making selections based on the criteria listed above.

Before any materials are purchased, selections are given to the principal for approval.
Donations

The library is happy to accept any donations. Donations are judged by the criteria for selection listed above, however, as well as by the condition of the material, and donations not chosen for inclusion in the collection are returned or discarded. Gifts are subject to the same inclusion process.

Decisions regarding inclusion of donations in the collection are made by the librarian.

Weeding

The collection will continually be evaluated in accordance with changes in curriculum as well as the interests of students, and for relevance, accuracy, and condition. Weeding is a process to remove library materials from the collection, and is essential to maintain a current, appropriate, and usable collection. Materials that are weeded from the collection are marked as “Discarded,” offered to teachers, and discarded if unwanted by teachers.

Materials will be removed from the collection if they:

• Are in poor physical condition
  o Pages are torn, dirty, brittle, yellow, and/or missing
  o Binding is broken
  o Covers are worn, damaged, and/or out of date

• Have low circulation statistics
  o Has not circulated in the last five years

• Content is dated, inaccurate, or promotes harmful stereotypes
  o Information is out of date
  o Information is inaccurate
  o Harmful cultural stereotypes are present
  o Material has egregious spelling, grammar, or general writing errors
  o A/V materials are broken

Inventory of the entire library collection is completed every year. Any unaccounted for materials are marked lost following the inventory. Materials that have been marked lost for over a year are deleted from the collection.
The library media center at Lakeview Elementary School supports intellectual freedom in accordance with the American Library Association’s

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:

1. 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.

2. 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.

3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

5. A person’s right to use a library should not be denied or abridged because of origin, age, background, or views.

6. 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.”