

1 **COLLECTION DEVELOPMENT AND CIRCULATION REGULATIONS**

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3 High-quality library media center collections are maintained with a wide range of materials so
4 every student can find books, digital resources, and other materials that are relevant to them.
5 Collections are responsive to the diverse interests, needs, and viewpoints of the school community
6 that they serve. The collections help students prepare for college, career, and the skills necessary
7 to be successful as adults. Collections help students grow academically, socially, emotionally,
8 support character development and cultivate a love of reading and learning. Library media centers
9 provide a safe space for students to explore their personal interests, gain knowledge and
10 perspectives that may not be part of the curriculum.

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12 Library collections are not cultivated for specific classroom assignments or program use.
13 Procedures for the identification, evaluation, and approval of program and supplemental
14 instructional materials are established in the current versions of Policy IIA - Instructional
15 Resource Materials.

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17 **CRITERIA FOR SELECTION**

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19 Individual works are evaluated as a whole and do not need to meet all criteria for inclusion in
20 the collection. The following criteria are used by ACPS as part of the holistic evaluation of the
21 work.

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23 **Content Criteria**

24 Materials with high-quality content

- 25 • Encourage and support informational and recreational reading, viewing, or listening
26 and help students develop the skills necessary to become lifelong learners.

- 27 • Meet the information needs of students and faculty taking into consideration diverse
28 interests, abilities, backgrounds, reading levels, maturity levels, native languages, and
29 students' extracurricular interests.

- 30 • Enrich and support the learning culture of ACPS schools. Materials representing
31 diverse points of view will be selected to encourage individual analysis.

- 32 • Are free of gender bias and/or minority stereotyping. Materials may be available that
33 help students recognize problems of bias and discrimination, including in a historical
34 context.

- 35 • Are appropriate for the ages, developmental stages, reading needs, and learning styles
36 of the school community.

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38 **Additional Criteria**

- 39 • Presentation

- 40 • Readability

- 41 • Authenticity and accuracy
- 42 • Artistic quality or literary style
- 43 • Factual content
- 44 • Clarity of content and organization
- 45 • Use of special features, such as useful illustrations, photographs, maps, charts, and
46 graphs
- 47 • Technical production and construction that is well crafted, durable, manageable, and
48 attractive
- 49 • Treatment that is clear, comprehensible, skillful, and well organized

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51 PROCEDURES FOR SELECTION

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53 The school librarian, under the supervision of the school principal, will:

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55 A. Use reputable, professionally prepared selection aids when selecting materials. One
56 positive review from professionally recognized library journals, such as *Booklist*, *School*
57 *Library Journal*, and others, are required. When reviews are not available, the librarian
58 must read and evaluate the materials to be acquired in lieu of the requisite review.

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60 B. Use a more specialized journal for review purposes if the librarian determines that the
61 nature of the material requires it.

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63 C. Consider recommendations from faculty, students, and parents.

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65 D. Designate an appropriate portion of the budget to purchase replacements for worn,
66 damaged, or missing material basic to the collection.

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68 E. Purchase no more than five copies per title without permission from the Library
69 Coordinator.

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71 F. Materials will be purchased in a variety of formats to support the development of
72 multimodal literacies.

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74 G. Gift materials should be evaluated using the same criteria as used for the library collection
75 and will be accepted or rejected in accordance with those criteria as well as additional
76 considerations such as space, priorities for new acquisitions, duplication and overlap, and
77 related factors. Librarians are under no obligation to include donations in the library
78 collection.

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81 **COLLECTION MAINTENANCE**

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83 Weeding, the removal of items from the library collection, is essential to maintaining a relevant,
84 current, and appealing collection. The library collection will be continually reevaluated in relation
85 to evolving curriculum, new format of materials, new instructional methods, and the current needs
86 of its users. Materials considered for removal from a collection may include items:

- 87
- 88 • In poor physical condition.
- 89 • Containing obsolete subject matter.
- 90 • No longer needed to support student interests, the curriculum, or faculty needs.
- 91 • Superseded by more current information.
- 92 • Containing inaccurate information.
- 93 • Having low circulation statistics.
- 94 • With surplus copies that are no longer needed.
- 95 • Perpetuating gender bias or minority stereotyping.

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97 **COLLECTION CIRCULATION**

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99 Students are able to select any library materials they want to read and borrow from their school
100 of enrollment. Parents/caregivers desiring to restrict access to specific library materials for their
101 own children must assume this oversight responsibility.

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103 **LATE, LOST, OR DAMAGED LIBRARY MATERIALS**

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105 Library materials are a shared resource, each student has a responsibility to take appropriate care
106 of materials, returning them on time and in good condition. To support a welcoming and inclusive
107 environment, ACPS works collaboratively with students and families when materials are
108 potentially lost or are damaged.

109
110 ACPS:

- 111 • Does not charge overdue fines.
- 112 • Allows students with fees for lost or damaged books to use the library and check out
113 library books.
- 114 • Removes fines and lost books on students' accounts by the October of the following
115 year.

116

117 Students may be charged if the item is lost or rendered unusable and must be replaced. Librarians
118 will notify families of charges in a respectful and supportive manner. In accordance with ACPS
119 policy JN - Student Fees, Fines, and Charges, charges for lost or damaged materials may be
120 reduced or waived if they would cause undue hardship on the family. A portion of the school's
121 library budget is intended to be used to purchase replacement materials as needed.

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123 **RECONSIDERATION OF A LIBRARY RESOURCE**

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125 Library materials are reconsidered in accordance with Policy KLB. In accordance with Policy
126 KLB, library resources are not curated for classroom assignment, they are not classified as
127 instructional resources. All forms used for reconsideration of a library resource must identify
128 resources as a library resource.

129

130 Adopted:

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132 Cross Ref: IIBD - School Libraries/Media Centers
133 JN - Student Fees, Fines, and Charges