

Collection Development Procedures

Library Media Centers

Big Horn School District #2

Mission Statement

The mission of the library media centers within Big Horn School District #2 is to provide materials (in accordance with Policy IJL) that will support the implementation and enrichment of the district's educational program and to serve students and staffs by considering both the breadth of the curriculum, school goals and the needs and interests of individuals.

Objectives

The school library media center strives to provide students and staff with:

1. Skills to be independent library users
2. A wide range of educational materials with various levels of difficulty
3. A variety of formats, with diversity of appeal
4. Materials with differing points of view
5. Materials and skills to effectively research
6. A place for group and individual study and learning

The Collection

Lovell Elementary School has approximately 11,961 titles, which include 237 digital titles and 351 audio/visual/non-print titles. Other resources include 25 periodical subscriptions, which include professional journals. We also use electronic databases available through the Wyoming State Library.

Lovell Middle School has approximately 9,105 titles, which include 159 digital and 110 audio/visual titles. Other resources include 19 periodical subscriptions, which include professional journals. We also use electronic databases available through the Wyoming State Library.

Lovell High School has approximately 6,872 titles, which include 186 digital and 95 audio/visual titles. Other resources include 31 periodical subscriptions, which include professional journals. We also use electronic databases available through the Wyoming State Library.

Responsibility for Selection

The School Library Media Specialist is responsible for the selection of all library materials with due regard to suggestions from the staff, parents and students. While it is understood that the Board of Education shall delegate to the Superintendent of Schools the authority and responsibility for selection of all print and non-print materials, the actual responsibility for selection rests with the certified School Library Media Specialist who has professional training and the knowledge necessary to implement the task of material selection.

PROCEDURES

The following details various practices on selection, current reviewing media, gifts, withdrawal, and replacing/repairing materials.

I. Selection of Materials

Selection of materials is based on the following criteria, which include but are not limited to:

- Content and value of the work as a whole
- Educational significance
- Integral to the instructional program
- Interests and needs of students and staff served by the library media center
- Contribution to literary appreciation
- Favorable reviews and recommendations
- Reputation and significance of author, producer or publisher
- Appropriate for intended user
- High potential user appeal
- High artistic quality and/or literary style
- Fair and unbiased presentation of information
- Opposing sides of controversial issues
- Timeliness or permanence
- Local significance and value
- Selection by state and national book awards, including but not limited to:
 - Caldecott Medal
 - Children's Book Award
 - Coretta Scott King Award
 - Newbery Medal Award and Honors
 - Buckaroo Award/Nominees
 - Indian Paintbrush Award/Nominees
 - Soaring Eagle Award/Nominees

Attention to selection of non-fiction materials, that support the curriculum, will be placed during a rotating schedule. The following Dewey categories will correspond with the following curriculum departments:

Social Studies – 000 Generalities; 200 Religion; 300 Social Science;
900 History/Geography

English - 100 Philosophy; 800 Literature

Science - 500 Pure Science; 600 Applied Science/Technology

Math – 500 Pure Science; 400 Languages

VocEd/Fine & Performing Arts/ PE/Health – 700 The Arts;
600 Applied Science/Technology

Selection of fiction will be on-going.

II. Current Reviewing Media

One or more of the following tools may be consulted in the selection of materials; however, selection is not limited to their listings:

- Booklist
- Horn Book Guide
- Kirkus Review
- School Library Journal
- Publishers Weekly
- Goodreads
- Library Journal

III. Gifts

Criteria for inclusion of donated materials are the same as for purchased materials. All donations must be in accordance with Big Horn School District #2 Policy (KCD). All gifts will become property of the school and will be dealt with at the discretion of the School Library Media Specialist.

IV. Withdrawal of Materials

Materials are periodically reviewed for relevance within the collection. Criteria for withdrawal of materials may include but are not limited to the following:

- Currency
- Biased information
- Accuracy of information
- Importance to the instructional program
- Content and value of the work as a whole
- Educational significance
- Lack of timeliness or permanence
- Usage statistics
- Physical condition
- Available space

V. Repairing and Replacing Materials

Repairs are made when materials, which are still current, can be restored adequately to keep them in circulation. Lost or damaged materials are replaced when the items are still vital to the collection, curriculum and/or educational needs of students and staff

VI. Controversial Materials

Materials on controversial issues will be selected by the same criteria used for all other materials. A sincere effort will be made to select equally representative materials covering contrasting

points of view. Controversial issues may include, but are not limited to: race, sex, politics, religion, literature, and economics.

VII. Reconsideration

Although much care and consideration is taken when choosing library materials, occasionally there is an objection made to a material or group of materials. Upon being made aware of an objection, the School Library Media Specialist will try to resolve the matter by personally contacting the objecting party. If agreement is not met, then the objecting party will be asked to complete the *Citizen's Request for Reconsideration of a Book or Other Material* form (IJKAE*) and the procedure outlined in Big Horn School District #2 Policy (IJLA*) will be followed.

- This procedural document is meant as a guideline only and is subject to exception and revision at any time.

VIII. Inter-Library Loans

Each building carefully purchases books for its specific age group. With that in mind, students and teachers may request inter-library loans of materials; however, this is done at the discretion of the library department. For example, there are many high school titles that may not be appropriate for middle school students so an inter-library loan would not be granted. It is a different situation, though, if a high school student needs children's books from the elementary in order to fulfill an assignment for child development or art class.