

Nashoba Brooks School: Denault Library Collection Development and Selection Policy

1. [Our Mission](#)
2. [Goals and Objectives](#)
3. [Borrowing Guidelines](#)
4. [Book Donation Policy](#)
5. [Selection Policy](#)
6. [Collection Maintenance Policy](#)

Our Mission

The mission of the Denault Library is to instill transliteracy skills in our school community enabling them to become responsible, ethical and compassionate lifelong learners. Our library supports learning by:

- Providing the school community with a wide range of materials with appropriate levels of difficulty that will encourage growth and establish a lifelong love of reading
- Building a collection that supports our schools curriculum and mission statement
- Encouraging lifelong information literacy and learning through reading and inquiry
- Providing a welcoming and dynamic environment in which students and staff become learners capable of accessing, evaluating, applying and sharing information independently

Goals and Objectives

The Denault Library is often referred to as the “heart” of the Nashoba Brooks School. It is our library’s goal to promote a love of reading and cultivate a space where students can see themselves represented in stories and be introduced to new ideas and cultures. The Denault Library strives to provide our school community with physical and digital materials that will integrate, enrich and support the educational program of the school.

Students will:

- Use a variety of library resources and technologies to locate, organize, and present information
- Evaluate, interpret, and select information that meets their needs
- Function as independent learners by using library resources
- Safely and competently navigate resources beyond school provided resources (i.e. a google search)
- Pursue areas of personal interest through reading and research in the library and beyond
- Explore diverse, equitable, inclusive and justice driven resources

The school community will:

- Collaborate with the library and transliteracy specialists to fully integrate library and information skills into the curriculum
- Consult with the library and transliteracy specialists about resources required for units of study

- Enhance their personal knowledge and educational expertise by accessing professional information through the library
- Follow up-to-date citation and copyright guidelines provided by the library and transliteracy specialists

Borrowing Guidelines

All members of the Nashoba Brooks School community are able to check out materials from the Denault Library. The borrowing guidelines are the following:

- All library materials are due back within 3 weeks (21 days). If additional time is needed, a library and transliteracy specialist can add an extension to the patrons library account.
- Preschool and Transitional Kindergarten students may check out one book to their classroom library. Preschoolers may take books home if accompanied by their caregivers when checking out materials.
- Kindergarten and Grade 1 students are able to check out 1 book which may be brought home each library class. If their account has more than 4 books not returned they will not be able to checkout books until material is returned.
- Grade 2 through Grade 8 students may have a maximum of 4 titles out on their account.
- YA books may only be checked out by Grades 6/7/8 students. If students within the lower grades would like to check out these titles, caregivers must email librarians@nashobabrooks.org with permission.
- Caregivers should speak to a library and transliteracy specialist about creating their own account if they would like to borrow materials from the library.
- Faculty members may check out up to 40 books.

Book Donation Policy

The Denault Library follows a rigorous selection policy as our school community has specific needs. While the library appreciates community support, the only book donations we accept are titles from our curated book donation lists. If you would like to donate a book to our library we ask that you choose books from our Concord Bookshop Birthday Book Wishlist or our Book Fair Wishlist. If you have other titles in mind or content areas you would like to support, please email librarians@nashobabrooks.org to communicate with a library and transliteracy specialist to receive a customized wishlist.

Selection Policy

The library and transliteracy specialists are responsible for selecting, building and maintaining the collection. The needs of the library are determined by the Nashoba Brooks School curriculum, integration meetings, student interests, physical condition and subject area sparsity within the collection. Due to the diverse needs of our community the library does not buy more than two copies of particular titles. This guiding rule allows us to fully support the entire school population.

When selecting materials the library and transliteracy specialists will select resources in all formats for the library, utilizing but not limited to, the following criteria:

- Integral to the instructional, curricular, and extracurricular goals of the school
- Appropriate for the reading level and maturity
- Reflect the creative interests and relevant needs of the students and faculty
- Present information with the greatest degree of currency, accuracy and clarity possible
- Represent a fair and unbiased presentation of information (this includes providing information written by inside perspectives and diverse authors)
- Extend the walls of the library into the classrooms and outside of school to students, staff, and parents

When selecting new acquisitions for the library the following professional resources are consulted:

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| ● <i>The School Library Journal</i> | ● <i>The Horn Book</i> |
| ● ALA lists and conferences | ● Professional Development Presentations |
| ● Bibliographies from Curricular Texts | ● Professional Judgment |

Collection Maintenance Policy

Collection evaluation and maintenance, referred to as “weeding,” occurs regularly. The library collection undergoes continuous evaluation in order to keep on target with its mission to provide diverse reading and learning materials for its patrons. Weeding allows library and transliteracy specialists to ensure they are providing the school community with an up-to-date collection and enhances the overall credibility of the collection.

Books that will be considered for weeding include:

- Materials that have not circulated for extended periods
- Items with outdated, obsolete, or inaccurate information especially in the areas of science, technology, geography, and the human experience (identity, race, sexuality, and family structure)
- Titles that have been superseded by newer editions
- Biased, condescending, patronizing or stereotyping materials
- Material that is not age appropriate
- Multiple copies of the same title or once popular titles
- Material that is worn beyond repair

Contested Books

Challenged materials should be brought to the attention of the Library Director. After communicating with the Library Director, if the complainant wishes to file a formal challenge to have the title removed from the Denault Library collection they can file a [Request for Reconsideration of Instructional Materials](#) form which will be reviewed by Administration.