LIBRARY COLLECTION PROCEDURES

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Barrington 220 School Libraries provide a resource-rich environment that empowers personal excellence in each learner, teaches students to become effective users of information and technologies, fosters a love of reading, and promotes lifelong learning.

Introduction

Barrington Community Unit School District 220 was formed in 1973 as a consolidated unit public school district, combining two elementary school districts and a high school district into one unit that educates students from prekindergarten through high school. Located 35 miles northwest of Chicago, District 220 encompasses 72 square miles. It covers 12 villages: all of Barrington, Lake Barrington, Tower Lakes; and portions of Barrington Hills, Carpentersville, Deer Park, Fox River Grove, Port Barrington, Hoffman Estates, Inverness, North Barrington, and South Barrington. District 220 is located in 4 counties: Cook, Lake, McHenry, and Kane. The School District features one high school, one high school transition program (Barrington Transition Program or BTP), two middle schools (grades 6-8), eight elementary schools, and one early childhood center. This document reflects library collection practices and aligns those practices with the Barrington CUSD 220 Board Policies. It is intended to be referenced as procedural guidelines for the District 220 teacher librarians and other library staff members.

The D220 school libraries are sometimes referred to as 'resource centers'; the term 'library' will be used throughout these procedures for ease of reference.

Mission of the School Library

In 2009 the American Association of School Librarians (AASL) updated the mission of school libraries to reflect the expanding responsibilities of teacher librarians in helping learners develop the skills needed to be successful in work and life in the 21st century. The revised mission statement states in the relevant part as follows:

The mission of the school library media program is to ensure that students and staff are effective users of ideas and information. The teacher librarian empowers students to be critical thinkers, enthusiastic readers, skillful researchers, and ethical users of information by:

- Collaborating with educators and students to design and teach engaging learning experiences that meet individual needs.

- Instructing students and assisting educators in using, evaluating, and producing information and ideas through active use of a broad range of appropriate tools, resources, and information technologies.
- Providing access to materials in all formats, including up-to-date, high-quality, varied literature to develop and strengthen a love of reading.
- Providing students and staff with instruction and resources that reflect current information needs and anticipate changes in technology and education.
- Providing leadership in the total education program and advocating for strong school library media programs as essential to meeting local, state, and national education goals."

American Association of School Librarians. (2009). *Empowering Learners: Guidelines for School Library Media Programs*. p. 8.

I. Collection Management Procedures

A. Overview

The mission of the Board of Education of Barrington CUSD 220 is to "empower personal excellence in every learner." The Barrington CUSD 220 school libraries support the educational mission by developing information-literate students, creating lifelong learners, and helping teachers teach. The purpose of the D220 school libraries is to provide a comprehensive collection of educational materials that supports the curriculum, the philosophy, and the learning needs of its schools and students, consistent with Board Policy 6:230 (Library Media Program):

1. The program includes an organized collection of resources available to students and staff to supplement classroom instruction, foster reading for pleasure, enhance information literacy, and support research appropriate to students of all abilities in the grade levels served.
2. Financial resources for the program's materials and supplies are allocated to meet students' needs.
3. Students in all grades served have equitable access to library media resources.
4. The advice of an individual qualified according to ISBE rules is sought regarding the overall direction of the program, including the selection and organization of materials, provision of instruction in information and technology literacy, and structuring of the work of library paraprofessionals.
5. Staff members are invited to recommend additions to the collection.
6. Students may freely select library materials and receive a guided selection of materials appropriate to specific, planned learning experiences.

B. Selection Responsibility

All D220 classrooms and libraries will be equipped with a wide assortment of instructional materials, including textbooks, workbooks, audio-visual materials, and electronic materials.

Consistent with Board Policy Policy 6:210 (Instructional Materials), the Superintendent shall approve the selection of all textbooks and instructional materials according to the following standards:

1. Enrich and support the curriculum;
2. Stimulate growth in knowledge, literary appreciation, aesthetic values, and ethical standards;
3. Provide background information to enable students to make informed judgments and promote critical reading and thinking;
4. Depict in an accurate and unbiased way the cultural diversity and pluralistic nature of American society; and
5. Contribute to a sense of the worth of all people regardless of sex, race, religion, nationality, ethnic origin, sexual orientation, or any other differences that may exist.

Authority for selecting library books and other materials is delegated to the professional library staff. The teacher librarian may work independently and consult staff, students, other professionals, and community members for their suggestions regarding selection and recommendations. The final decision on selection rests with the teacher-librarian.

Selection is based upon evaluation by:

- The professional (certified) teacher librarian
- Professional library journals and other review media
- Other responsible professionals

The collection will be developed systematically, ensuring a well-balanced coverage of subjects, opinions, formats and a wide range of materials on various levels of difficulty supporting the diverse interests, needs and viewpoints of the school community.

C. Selection Criteria

It is the primary objective of the D220 school libraries to implement, enrich, and support the school's educational curriculum. Selection emphasis is placed on providing a wide range of fiction and nonfiction materials that promote a lifelong love of reading, support the instructional program, and contribute to the professional goals of its staff. Materials reaching beyond the academic curricula but meeting the community's cultural, career, recreational, and information needs are also considered. It is the responsibility of the D220 school libraries to provide a wide range of materials on all levels of difficulty, with a diversity of appeal and the presentation of different points of view. Materials are selected to reflect our diverse community's cultures, beliefs, and viewpoints.

Criteria used in selection can be one or more of the following:

- Support the district’s general educational goals and the educational goals and objectives of individual schools and specific courses.

- Enrich and support both the curriculum and the personal needs of students and staff, considering diverse interests, abilities, socioeconomic backgrounds, maturity levels, cultures, and extracurricular interests.
- Encourage an appreciation for informational and recreational reading, viewing, and listening.
- Include print, nonprint, and electronic materials.
- Meet standards of high quality in content, format, literary merit, the authority of the author, and the reputation of the publisher/producer.
- Represent opposing points of view on controversial issues, encouraging individual analysis.
- Expect usage (for occasional needs, interlibrary loan may be used as a viable alternative to ownership).
- Currency and timeliness of the material.
- Incorporate emerging technology to meet the outlined criteria.

D. Selection Procedure

In conjunction with teachers and administrators, the teacher librarian will be responsible for selecting materials. In coordinating this process, the teacher librarian will do the following:
1. Use reputable, unbiased, and professionally prepared selection aids when first-hand examination of materials is not possible.
2. Arrange, when possible, for a firsthand examination of materials to be purchased.
3. Consider faculty, students, parents, and community recommendations.
4. Purchase duplicates of extensively used materials.
5. Purchase replacements for worn, damaged, or missing materials basic to the collection.
6. Identify strengths and weaknesses of the existing collection in a particular subject area.
7. Consider the cost efficiency of materials by providing the best value for the money and the long-term value to the collection.
8. Consider the appropriateness of the chosen format for the subject matter.

E. Review Sources

Tools used in selection include professional journals, trade journals, subject bibliographies, publishers' promotional materials, and reviews from reputable sources. Suggestions from patrons are welcome and provide teacher librarians with useful information about interests or needs that may not be adequately met by the collection. Patron suggestions will be governed by this 'Materials Selection Policy' when adding or deleting from the collection. Outside professionals may also be consulted.

F. Donations and Gifts

Barrington 220 welcomes gifts of books, periodical subscriptions, media, and other educational materials and equipment consistent with Board Policy 8:80 (Gifts to the District). Materials and

equipment are accepted with the understanding that the item(s) meet(s) the same standards as materials being considered for purchase.

Memorial materials may be donated and may bear the name of the person being honored. Persons wishing to make donations should be encouraged to leave the selection of such material to the teacher librarian or the Principal.

Gifts are irrevocable; those not added to the collection or those deleted from the collection may be disposed of as the teacher librarian deems appropriate. Delegated school district or library personnel reserve the right to determine appropriate use, housing, and maintenance of gifts.

In compliance with IRS policy, the teacher librarian or other school district personnel will not appraise gifts. The donor will sign a donor contract indicating that the gift is irrevocable and subject to the statements set forth in this Gift Policy (See Appendix A for donor contract form).

G. Evaluation

The collection must be constantly evaluated to ensure that it meets the needs of its users. In coordinating this process, the teacher librarian will consider the following:

- Solicit suggestions from staff and students
- Survey students and staff during the school year to identify any areas of the collection lacking during that past year.
- Collect circulation statistics via the automated library system to relate the number of each type of resource in the collection and the circulation of these resources.
- Analyze the library collection using digital collection mapping tools.
- Acquire and study current curriculum documents: curriculum maps, program outcomes, course outcomes, unit, and lesson plans.
- Be familiar with the content of the *Illinois Standards Aligned Instruction for Libraries*.
- Keep lists of unfulfilled requests or unmet needs.
- Consider the balance of print, nonprint, and electronic materials.
- Consider student demographics and collection balance.

H. Deselection and Weeding

In compliance with American Library Association guidelines, school library collections will be continually reevaluated in relation to evolving curriculum, new formats of materials, new instruction methods, and the current needs of its users. Materials no longer appropriate should be removed from the collection. The teacher librarian is responsible for deselection and/or weeding the collection. Weeding is an ongoing process practiced throughout the year to make space available for valuable items; to provide a more appealing, up-to-date collection; to make the library easier for patrons to use; and to provide reliable information. Resources will be removed from circulation using the following criteria:

- Materials are worn, torn, or spoiled; or if pages or parts are missing or have significant disfigurement as to destroy the value.

- Materials contain information that is out-of-date, factually inaccurate, or stereotypical images and characterizations.
- The technical quality of nonprint materials is poor (faded or off-color visual, faulty or inferior audio) or the format is obsolete.
- Materials do not fit the general purpose of the library collection. Process discarded materials according to the 'Discarding Materials' procedure in this document.

I. Lost and Damaged Items

Students are responsible for all materials borrowed in their name and must pay replacement costs, plus processing fees if any, for items that are lost or damaged. If the items are not returned or paid for, the student may have restricted borrowing privileges.

J. Discarding Materials

The decision to discard library books and other materials rests in the sole discretion of the teacher librarian. Items that are discarded will be disposed of according to best practices, including donating, recycling or disposal as appropriate. Items that are discarded from the library collection because they no longer circulate may be placed in a classroom for further use by teachers and students.

K. Parent-Requested Checkout Restrictions

Parents may occasionally wish to restrict their students from checking out a specific book from the library. Parents who want to restrict access to a specific book for their student should contact the building Teacher Librarian with the title and author. The Teacher Librarian will make a note in the library check-out system requiring a staff override to proceed. This process applies to specific book titles, not categories or collections.

II. Reevaluation of Materials

A. Overview

Barrington CUSD 220 recognizes the right of each student to enjoy free access to many different types of library books and materials in the D220 school libraries. The District also recognizes the right of teacher librarians to select materials in accordance with current trends in education and to make them available in the schools. Once a library book or other resource has been selected by the teacher librarian, it will not be removed at the request of those who disagree with its inclusion except as described below.

Selection of school library materials will not be made on the basis of any anticipated approval or disapproval. The choice of library materials is an individual matter. While a person may reject materials for oneself, they may not restrict access to those materials by others. Selection will be

based solely on the merits of the work, as otherwise set forth in these procedures,and consistent with:

- *Library Bill of Rights* (American Library Association)
- *Access to Resources and Services in a School Library Media Program* (American Library Association)
- *Freedom to Read* Statement (American Library Association)

B. Procedures for Review of Library Materials

A request for a review of specific library materials may be submitted in writing by any current D220 student, parent/guardian of a D220 student, D220 staff member, or D220 resident. A form for this purpose will be provided by library staff upon request. The request for review shall include a full description of the work in question along with specific items, passages, excerpts, or parts of the material to which the objection is being made. Reasons for objections shall be given and the request shall be signed and dated. When a request for review is made, the following procedures will apply instead of Board Policy 2:260 (Uniform Grievance Procedures).

1. Library Material Review
The individual requesting a review of materials should first attempt to address their concerns by contacting the teacher librarian of the school where the complaint arose. The teacher librarian will explain how library materials are selected and if possible, provide a professional review of the questioned material. In the event that the matter cannot be resolved informally, the complainant may proceed with a formal written request for review as summarized below.

2. *School Review*
The person questioning the material will return a completed 'Request for Reevaluation of Materials Form' to the teacher librarian who will forward a copy to the principal and to the D220 Director of Library Media Services. All questioned materials will remain in circulation until a final decision is reached. The teacher librarian and principal will view the questioned material in its entirety A meeting will be held with the teacher librarian, the complainant, and the principal within 20 school days to review the questioned material. If the challenge is unresolved to the satisfaction of the complainant, the request for review will be referred to the district review committee for further review.

3. District Review
A district review committee will be selected by the D220 Director of Library Media Services and will comprise of:

- A parent
- A district/school administrator
- A district certified teacher
- A district teacher librarian (from another D220 school)

The committee members are responsible for reading the questioned material in its entirety and for making one of the following recommendations, notice of which shall be provided to the complainant in writing:

- Leave material on the library shelf and/or in circulation
- Reclassify the material
- Restrict the use of material
- Remove the material from the collection

The decision of the district review committee will be final. Material that has undergone review by the district review committee may neither be reconsidered nor brought up for reevaluation for two calendar years after the district review committee decision is made or if a new edition of the book is published.

C. Request Form

Barrington Community School District 220
Request for Review of Library Materials

Please return the completed form to the teacher librarian Only a current D220 student, parent/guardian of a D220 student, D220 staff member, or D220 resident may submit a request for review of library materials.

Material:

Title: _____
Author: _____
Publisher or Producer: _____
Type of Material:_____
(library book, assigned text, supplemental reading material, etc.)

Contact Information:

Name of Requester: _____
Name of Student(s) if relevant: _____
Street Address: _____
City: _____ State: _____ Zip: _____
Telephone: _____ School: _____
Do you represent self? _____ Organization _____ If an organization, please specify:

Date that you met with the teacher librarian to discuss your complaint:_____
Name of the teacher librarian you met with: _____
Name of school building: _____

What would you like the District to do about this library material?
□ Withdraw it from the school library
□ Refer it to a building and/or district committee for evaluation and review
□ Exclude the student(s) listed below from using the material
_____

What brought this material to your attention?
_____
_____
_____

Have you read or viewed this material in its entirety? _____

What is your specific complaint? (please cite pages or frames, use additional pages if necessary):

_____
_____
_____
_____

What do you believe is the main idea, concept, or purpose of this material? _____
_____
_____

What do you feel might be the result of reading/viewing this material?
_____
_____

Signature: _____ Date _____