

Logos International School Library Collection Development Policy

Administration 0.00

Approved: 16.Sep.21

Revised:

Purpose:

The Logos Library is an important part of the learning community at Logos International School. As such, the Logos Library's mission is to support the educational, spiritual, and social growth of Logos students, staff, and families through the development of a robust collection that is focused on all users' needs, including educational materials and materials for pleasure reading.

In line with Asian Hope's core values, the Logos Library strives to encourage a love of reading that can help library users to: connect with others; explore new ideas and perspectives; and increase their knowledge of God and His world. One of the essential ways the Logos Library fulfills this goal is creating and maintaining a collection that meets users' needs for information resources, tools for learning, and enjoyable materials that encourage reading for pleasure, while also ensuring that selected materials are appropriate for a Christian school.

Scope: Collection Development in the Logos International School Library

Policy:

Selection Criteria

When considering an item for inclusion in the Logos Library, the librarian will consider:

1. Likelihood of use by Logos Library users.
2. Appropriateness for our Christian community. Appropriate means:
 - a. The predominant messages are in line with scriptural principles, although the item may or may not be explicitly Christian; for example, a secular story that illustrates the value of caring for others or encourages readers to stand up for the oppressed may be included in the collection.
 - b. Although an item may focus on a sensitive topic, such as sexuality or violence, they are addressed in a way that is in line with biblical principles and human dignity. The collection is not intended to ignore or diminish difficult topics, but rather to provide resources for users to develop a God-honouring understanding.
3. Currency/authority. Information should be from a reliable source and up to date, especially regarding science and health.
4. When considering donations, the librarian will also consider the physical condition of the item. Photocopies, heavily worn books, mildewed/mouldy books, and books with significant writing, underlining, or highlighting will not be accepted.

The librarian will also consider these criteria for the collection as a whole:

5. The collection should provide a variety of genres throughout the age and reading levels served.
6. The collection should be culturally diverse.
7. The collection should represent a variety of denominations of Christian churches.
8. The collection should include resources related to subjects studied at Logos International School, especially on topics requested by teachers to support their curriculum.
9. The collection should, as much as possible, have a strong selection of materials that support knowledge of and respect for the local Khmer culture, language, and history.

Deselection Criteria

The collection must be weeded on an ongoing basis. Criteria for the librarian to consider include:

1. Circulation data
2. Condition of the item
3. Currency of information
4. Value to the collection. Items may add value to the collection in a way not reflected by the above criteria. Eg. reference works that may be used without circulating, hard to replace Khmer works, etc. may be kept even if they would otherwise be weeded.

After books have been weeded and removed from the catalogue, they can be offered to staff, the Asian Hope International School libraries, the Village Development Program, or other organizations at the librarian's discretion.

Procedure(if applicable):

Selection and Deselection Responsibility

It is the responsibility of the Head Librarian to maintain the collection, which includes selection and deselection of materials. Any official challenges to library materials should be referred to the Head Librarian using the attached form. If the complainant is dissatisfied with the Head Librarian's response, they may contact the Operations Manager who will oversee a review of the material.

Logos International School Library Item Challenge Form

1. Name: _____
2. Date: _____
3. Email address: _____
4. Title and author of challenged item: _____
5. Have you read the entire challenged item? Yes / No
6. Do you think that this item should be removed entirely from the Logos International School Library or moved to a more mature section? _____
7. Why do you feel that this item is inappropriate?

Thank you for your feedback. The Head Librarian will be in touch with you regarding their decision.