Lakeside middle school library Collection Development policy

Mission

The goal of the Lakeside Middle School's library collection is to support the mission of the school in creating "intellectually capable young people" who will "take responsibility for learning" to become global leaders of the future full of wisdom and compassion. The Lakeside library respects students' right to read and encourages a continued love of reading across a diverse, multicultural selection of titles. To help create mindful thinkers with cognitive flexibility, the Lakeside Middle School library encourages students to explore a variety of genres, resources, and tools to further their learning and academic standards of excellence.

Selection

Selection for library materials is under the purview of the Middle School librarians and all purchases are at their discretion. Materials are considered to be any resources housed in the library collection including books, magazines, DVDs, online databases, and any other media deemed appropriate for the space. Suggestions for materials by students, faculty, staff, parents/guardians, or others will be taken into consideration by the librarians before a purchase or addition to the library collection is made. Materials donated to the Lakeside Middle School library will be added to the collection at the librarians' discretion as well.

During the selection process, the librarian will take into consideration the developmental appropriateness of materials for middle school students to be purchased for the library while being mindful of a student's right to read. More mature titles can be borrowed from the Upper School library at parent/guardian or student discretion.

The librarians use the following criteria from the American Library Association ("Selection Criteria, 2018) for adding materials to the collection:

- Educational significance
- Contribution the subject matter makes to the curriculum and to the interests of the students
- Favorable reviews found in standard selection sources
- Favorable recommendations based on preview and examination of materials by professional personnel
- Reputation and significance of the author, producer, and publisher
- Validity, currency, and appropriateness of material
- Contribution the material makes to breadth of representative viewpoints on controversial issues
- High degree of potential user appeal
- High artistic quality and/or literary style
- Quality and variety of format
- Value commensurate with cost and/or need
- Timeliness or permanence
- Integrity

Librarians use the following resources as selection aides for purchasing materials but are not limited by these sources, always seeking the best materials of highest interest to the school community:

- Industry periodical and review sources such as School Library Journal, Horn Book and Booklist
- Online reviews and book blogs
- Social Media
- Word of Mouth
- Suggestions by students, staff and faculty
- Bookstore recommendations
- Newspaper reviews such as the New York Times

Weeding

Materials must periodically be removed from the collection to ensure a robust collection of high interest and academic excellence for the community. For this reason, it is also at the discretion of the librarians as to what materials should be weeded from the library collection. Library materials determined to be outdated, inaccurate or no longer useful will be removed to make space for updated, higher interest materials.

Lakeside Middle School library abides by the CREW method (Bond, 1995), summarized with the acronym MUSTIE, to weed the library collection using the following criteria:

- *Misleading*— or factually inaccurate
- *Ugly*—worn or beyond mending or repair
- *Superseded*—by a new edition or a better book on the same subject
- *Trivial*—of no discernible literary, historical, or scientific merit
- *Irrelevant*— to the needs and wants of the community
- *Elsewhere*—can be obtained elsewhere expeditiously, such as, from the Upper School library or Seattle Public libraries

RECONSIDERATION

In an effort to best support our students and the rights of all users of the Lakeside Middle School library, we honor the American Library Association *Library Bill of Rights* as noted here ("Library Bill of Rights", 2006):

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.
VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

In that respect, any materials deemed inappropriate or challenged must follow the ensuing protocol.

After an informal complaint or challenge is made to any material to the librarian or other, the complainant may choose to address the issue in a formal reconsideration process. A formal reconsideration begins when the complainant requests a reconsideration packet which includes both the Lakeside Library Collection Development policy as well as the formal reconsideration form.

To formally challenge a material, the complainant must read the collection policy before completing the reconsideration form and returning it to the Head Librarian. Once the formal complaint is completed and turned in, the librarians will take the challenged material into reconsideration and bring the complaint to the Reconsideration Committee.

A committee will be formed with the MS Director and at least one member of the Library department and the English department. Once the committee discusses the merits of the challenged material based on the complaint, using the criteria addressed in the collection policy, a decision will be made on whether or not the material shall be removed. Once a decision is made, the material may not be challenged again in the future, having already formally gone through a reconsideration process. The librarians will keep records on all formally challenged materials and decisions made regarding said materials.

An example of the Reconsideration Form and Evaluators Form can be found in Appendix A.

WORKS CITED

Boon, Belinda, *The CREW Method; Expanded Guidelines for Collection Evaluation and Weeding for Small and Medium-Sized Public Libraries* (Austin, Texas: The Texas State Library, 1995).

"Library Bill of Rights", *American Library Association*, June 30, 2006. http://www.ala.org/advocacy/intfreedom/librarybill (Accessed January 31, 2020)

"Sample Reconsideration Form." *American Library Association*, Jan. 2018, www.ala.org/tools/challengesupport/selectionpolicytoolkit/sampleforms. Accessed 6 Feb. 2020.

"Selection Criteria." *American Library Association*, Jan. 2018, www.ala.org/tools/challengesupport/selectionpolicytoolkit/criteria. Accessed 10 Feb. 2020.