

## Collection Standards

These updated standards should be followed in GCS for school library media center collections. They will help establish high-quality collections that will meet the informational, instructional, and recreational needs of the school community.

### Collection Age

#### Picture Books

- The average age of the picture book collection should be within 12 years of the beginning of the current school year.

#### Fiction / Chapter Books

- The average age of the fiction / chapter book collection should be within 12 years of the beginning of the current school year.

#### Nonfiction Books

- The average age of the nonfiction book collection should be within 12 years of the beginning of the current school year with the exception of the ranges listed below.
  - Computer Systems (003-007): 5 years
  - Political Science (320-329): 10 years
  - Social Issues (361-369): 10 years
  - Astronomy (520-529): 10 years
  - Medical Science (619-619): 10 years
  - Geography (910-919): 10 years
  - Countries and Cultures (940-990): 8 years

#### Biography

- The average age of the biography collection should be within 12 years of the beginning of the current school year with the exception of contemporary popular figures.
  - Biographies of contemporary popular figures should be no older than 8 years of age to accurately represent the life of the subject.

#### Graphic Novels

- The average age of the graphic novel collection should be within 12 years of the beginning of the current school year.

## Collection Size and Distribution

These guidelines reflect the availability of digital resources in EBSCO, Britannica, and NC Live to support research and curriculum needs, especially in the secondary grades.

### Number of Books Per Student

- Outstanding collections have 16-20 books per student.
  - A collection in excess of 20 books per student should be weeded to keep the most up-to-date and relevant titles.
- Developing collections have 11-15 books per student.
- Minimally acceptable collections have no less than 10 books per student.

### Percentage Fiction / Nonfiction

- Elementary
  - Picture Books = 35%
  - Chapter Books = 30%
  - Nonfiction Books = 35%
- Middle
  - Fiction Books = 50%
  - Nonfiction Books = 50%
- High
  - Fiction Books = 60%
  - Nonfiction Books = 40%

**The percentages for fiction and nonfiction are estimates and may not accurately reflect the need at specific sites. SLMCs should use [Bonn's Use Factor](#) to analyze the actual use of fiction and nonfiction sections to determine the best ratio for the site's collection.**

## Collection Format

Collections should include a combination of available formats to address the informational, instructional, and recreational needs of the school community.

Percentages of print and digital formats within the collection depend on the needs of the school community, the purpose of the material, and the availability of formats from GCS approved vendors.

### Print

- Preferred bindings for print materials in order of preference:
  - Vendor rebound (Follett or PermaBound)
  - Hardcover (Library Binding)

- Trade Hardcover
- Paperback with Kapco cover
- Paperback (not preferred)

## Digital

- All schools have access to the shared district eBook collection through Destiny Discover.
  - Titles are made available to students at each site based on age appropriateness, publication year and relevance of the book to the school's community.
- Preferred licenses for site-owned digital materials in order of preference:
  - Perpetual Term, Multi-User Access
  - Perpetual Term, Single User Access
  - Limited Term, Single User Access
  - Checkout Limit Term, Single User Access (not preferred)

## Collection Condition

The condition of print books should be assessed regularly for problems including those mentioned below. Repairs can be made unless it will be insufficient to remedy the issue and restore the book to a satisfactorily appealing and usable condition.

Examples of conditions that would necessitate repair and/or weeding (in no particular order):

- Torn, damaged, or missing mylar cover or dust jacket
- Torn, damaged, or missing pages
- Damaged, weak, or broken binding
- Presence of writing, coloring, highlighting or other like damage
- Presence of stains or discoloration
- Presence of water damage, mold, or mildew
- Fading images or text
- Old edition
- Unappealing or outdated illustrations
- Outdated representations of racial or ethnic groups
- Obsolete format or technology