# Instruction/Community Relations

## Library Collection Development and Maintenance Policy

The Board of Education recognizes that library and other education materials should be provided for the interest, information, and enlightenment of all students, and represent a wide range of varied and diverging viewpoints in the collection as a whole.

Students shall have access to the library and other educational materials that is relevant to the research, independent reading interests, and educational needs of students based on a student's age, development, or grade level.

The library media center is an important place for voluntary inquiry, the dissemination of information and ideas, and the promotion of free expression and free access to ideas by students.

A school library media specialist is professionally trained to curate and develop a collection that shall provide students with access to the widest array of age-appropriate and grade-level-appropriate library and other educational material.

The Board of Education directs the Superintendent to create an administrative regulation that establishes a procedure for a certified school library media specialist to continually review library and other educational material within a school library media center using professionally accepted standards which shall include, but need not be limited to: the material's relevance, physical condition of the material, availability of duplicates or copies of the material, availability of more recent age-appropriate or grade-level appropriate material and continued demand for the material.

Legal Reference: Public Act 25-168 An Act Concerning the State Budget for the Biennium Ending June 30, 2027, and Making Appropriations Therefor, and Provisions Related to Revenue and Other Items Implementing the State Budget.

Policy adopted: 10/6/2025
Policy amended: 03/02/2026
**Added subscribing districts 4/2026. Subscribing Districts:** Region 1 School District, Canaan School District, Cornwall School District, Kent School District, North Canaan School District, Salisbury School District, Sharon School District
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# Instruction/Community Relations

## Library Collection Development and Maintenance

**Purpose:**

This regulation establishes a procedure for certified school library media specialists to continually review library and other educational materials within a school library media center to ensure that they are relevant, in good condition, and age- or grade-level-appropriate.

**General Procedure:**

Using the criteria identified below and their professional judgment, the school library media specialist shall conduct a systematic review of the library's collection:

1. **Material relevance**
    a. Consult with instructional staff to determine whether the material is still useful and has up-to-date information.
    b. Evaluate usage data to assess the material's relevance to student interests and research needs.
2. **Physical condition of the material**
    a. Assess whether the material is damaged or worn beyond reasonable use.
3. **Availability of duplicates or copies of the material**
    a. Determine whether the availability of duplicates or multiple copies is justified based on usage statistics to avoid redundancy.
4. **Availability of more recent age-appropriate or grade-level-appropriate material**
    a. Investigate the availability of newer editions or versions that offer more current and accurate information by considering awards and recommended lists for recently recognized literature.
    b. Ensure that any new material uses language that is appropriate for the reading level of students in the targeted grade range and developmental levels.
    c. Evaluate whether the new material's treatment of difficult or sensitive subjects (e.g., death, mental health, violence, sexuality) is in a developmentally appropriate way for the intended student audience.
5. **Continued demand for the material**
    a. Consult with instructional staff to determine whether the material continues to be cited or referred to for classroom instruction.
    b. Review usage data to determine whether the material is still being sought by students or teachers.

Regulation approved: Reg 1 BOE 10.6.2025

**Added subscribing districts 4/2026. Subscribing Districts:** Region 1 School District, Canaan School District, Cornwall School District, Kent School District, North Canaan School District, Salisbury School District, Sharon School District
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**6161.13 / 1312. 4**
**Form**

# Region 1

**Library and Other Educational Material Assessment Form**

**Title of the material:** _____ **Date of Assessment:** _____
**Author:** _____ **Assessor:** _____
**Date of Publication:** _____

**Material relevance:**

☐Consulted with knowledgeable staff member(s) or teacher(s)

☐The language is appropriate for the reading level of students in the targeted grade range

☐Material is up-to-date and accurate

*Notes:*

_____
_____
_____

**Physical condition of the material:**

**Condition rating:**

☐Excellent ☐Good ☐Fair ☐ Poor

**Availability of duplicates or copies of the material:**

Count of available copies: _____

Notes:

_____
_____
_____

**Availability of more recent age-appropriate or grade-level appropriate material:**

If new material is available:

☐It uses language appropriate for the reading level of students in the targeted grade range
☐Presents difficult subjects (death, mental health, violence, sexuality etc.) in a developmentally appropriate way

Notes:

_____
_____

**Continued demand for the material:**

Describe the frequency with which the material is being accessed:

**Determination:**

☐Retain ☐ Replace ☐ Remove

Explanation of decision and rational

*The school library media specialist shall complete the Library and Education Material Assessment Form when determining the removal or retention of a material. Assessment forms shall be maintained in the library center and made available upon request by individuals with vested interest.*