RULES OF
THE STATE BOARD OF EDUCATION
CHAPTER 0520-01-03
MINIMUM REQUIREMENTS FOR THE APPROVAL
OF PUBLIC SCHOOLS

Relating to Collection Maintenance

There are two standard indicators of collection quality.

1) Average Collection Age

Basic Collection	16 years and older
Standard Collection	15 years
Exemplary Collection	14 years or less
Average age of items in Atriuum:	
For items NOT in Atriuum…	
Age of digital items to be factored in: Total number of print items x average age EX: 12,593 x 2001= 25198593 　　　(#items)　(avg. age) + Number of digital items (per vendor to retain the *group* average age) x average age (SEE BELOW) Pretend Vendor 1: 1,432 x 2014= 288404 (#items)　(avg. age) Pretend Vendor 2: 874 x 2011= 1757614 (#items)　(avg. age) Add **Items** from all groups: 12593 + 1432 + 874= 14899 Add **composite ages**: 2884048 + 25198593 + 1757614= 29840255 Divide composite age/composite items: 29840255 / 14899=2002.83	

<u>All</u> informational items in the catalog are factored in to the average age. (No equipment)

2) Items per Student

Basic Collection	12 items/student
Standard Collection	15 items/student
Exemplary Collection	18 items/student
Do not include: Pamphlets, textbooks, class sets, periodicals, out-of-date items**, and items in poor physical condition. No more than five (5) copies of the same print title may be counted.	

<u>Specific</u> items are factored in to the Items per Student count.

Source	Total Number of Titles (Remember to only include those you provide access to.)	Average Age as of 2016
MackinVia Elem.	1395	2013
MackinVia Sec.	907	2011
FollettShelf Elem.	1911	2011
FollettShelf Mid.	913	2011
FollettShelf High	759	2010
TrueFlix	130	2012
FreedomFlix	77	2013

Additional Digital Resources ***If you have the MARC records in your Atriuum catalog for these items, you will not add them in again. If the titles are in your catalog, they have already been calculated via your online collection analysis tool.

TrueFlix	Can add **130** additional items for elementary and middle IF access is provided. (If MARC records are in your catalog, they are already included in your collection.)
FreedomFlix	Can add **69** additional items for middle IF access is provided. (If MARC records are in your catalog, they are already included in your collection.)
Follett Shelf Ebooks	Can add the **number of titles** you provide access to. Do not include deactivated or hidden titles. Your total offerings can be seen on your school's Follett Shelf (Destiny Discover) administrative interface. . (If MARC records are in your catalog, they are already included in your collection.)
MackinVia Ebooks	Can add the **number of titles** you provide access to. Do not include deactivated or hidden titles. Your total offerings can be seen on your school's MackinVia administrative interface. . (If

	MARC records are in your catalog, they are already included in your collection.)

Inclusion of TEL Items

The library shall provide access to the virtual library administered by the Tennessee State Library and Archives and the library personnel should receive training. These resources may count for up to twenty percent (20%) of the overall collection or, in schools in which the librarian has received official training within the last five (5) years, they may count for up to thirty percent (30%) of the overall collection.

Totals

My print items	
+ 20% or 30% of print collection for access to TEL	
+ Additional digital resources NOT in the catalog (ebooks, TrueFlix, etc) See chart above.	
Total Collection	
Total Collection	

Reference Requirements

Current encyclopedia access	Define:
Unabridged Dictionary	Define:
SECONDARY ONLY: ● Foreign language dictionaries in native languages of ESL students	Define:
● Local newspaper	Define:
● Daily newspaper presenting local and national news	Define:

Age Information: The MUSTIE guidelines from the CREW manual provide acceptable age parameters. CREW is used as the basis for determining acceptable age within Follett's Titlewave tool.   Other online collection analysis tools can be used.

CREW Guidelines for Weeding

Dewey Class	Older than X years AND/OR…	X years since last circ AND/OR…	Negative Factors	# Aged Titles per Titlewave
000	5	NA	MUSTIE	
004	3	NA	MUSTIE	
010	10	NA	MUSTIE	
020	10	3	MUSTIE	
030	5	NA	MUSTIE	
100				
133	15	3	MUSTIE	
150	10	3	MUSTIE	
160,170	10	3	MUSTIE	
200	10	3	MUSTIE	
300				
310	2	NA	MUSTIE	
320	5	3	MUSTIE	
330	5	3	MUSTIE	
340	10	NA	MUSTIE	
350	10	NA	MUSTIE	
360	5	NA	MUSTIE	
370	10	3	MUSTIE	
390	10	3	MUSTIE	
395	5	3	MUSTIE	
400	10	3	MUSTIE	
500	5	3	MUSTIE	
510	10	3	MUSTIE	
550	NA	3	MUSTIE	
570	10	3	MUSTIE	
580	10	3	MUSTIE	
600	5	3	MUSTIE	
610	5	3	MUSTIE	
630	5	3	MUSTIE	
635	10	3	MUSTIE	
640	10	3	MUSTIE	
670	10	3	MUSTIE	
700	NA	NA	MUSTIE	
745	NA	3	MUSTIE	
770	5	3	MUSTIE	

790	10	3	MUSTIE	
800	NA	NA	MUSTIE	
900	15	3	MUSTIE	
910	10	3	MUSTIE	
Biography	NA	3	MUSTIE	
Fiction	NA	2	MUSTIE	
Easy, Everyone	NA	3	MUSTIE	
YA	3	2	MUSTIE	
# to subtract from total items/student				
Adjusted items/student				

M = **M**isleading (and/or factually inaccurate)
U = **U**gly (worn and beyond mending or rebinding)
S = **S**uperseded (by a truly new edition or by a much better book on the subject)
T = **T**rivial (of no discernible literary or scientific merit)
I = **I**rrelevant to the needs and interests of your community
E = The material may be obtained expeditiously **E**lsewhere through interlibrary loan or reciprocal borrowing