

Collection Development Policy
Leander ISD: Parkside Elementary

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A. Mission Statement of the School Library

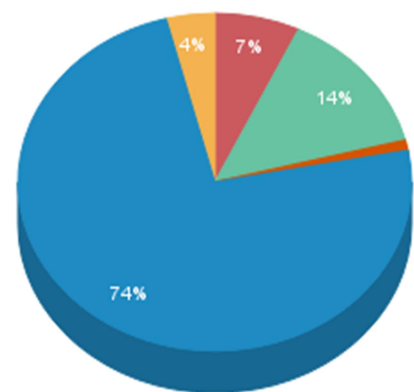
The mission of Parkside Elementary School library is to strive for excellence by empowering scholars to have a life-long love of learning. The primary objectives of the library are to deliver, support, enrich and assist in implementing the District's educational programs. It is to ensure that students and staff are effective users of ideas and information.

The collection itself will reflect the needs of its patrons with current materials relevant to the curriculum and interest. The library media center will encourage a lifelong pursuit and appreciation of reading. The library media center will provide a safe environment where students can develop the skills necessary to locate, analyze, evaluate, interpret, and communicate information and ideas in an effective manner.

B. Community and School Analysis

Parkside Elementary first opened its doors in August 2007. Over the last decade the student population grew to about 1300 students and then drifted back down to its current population of 850 students after a nearby elementary school opened. The school consistently scores much higher than the state averages in all areas on standardized tests. Less than 4% of students qualify for the English Language Learner program and 8% qualify for special education services. Nearly one-fifth of the students at Parkside qualify for gifted and talented services.

Ethnic Breakdown of Parkside Elementary



74% white
14% Hispanic
7% Asian
4% two races or more.

The Parkside Elementary library provides various materials for students in pre-kindergarten through fifth grade. It is centrally located in the main vestibule of the

school. There is also a staff development section within the library for the 90 staff members on campus. The library houses 13,000 items in various mediums. The librarian is also charged with the task of checking out and maintaining 30 laptop computers. A computer lab is adjacent to the library via a connecting door.

C. Goals and Objectives of the Library Media Center

Parkside Library shall provide a wide range of instructional resources for students and faculty that present at varying levels of difficulty, diversity and a variety of different viewpoints. Although trained professional staff are afforded freedom to select instructional resources for their use in accordance with this policy and state mandated curriculum, the ultimate authority for determining and approving the curriculum and instructional program of the entire District lies with the Board.

The Board shall rely on the District professional staff and librarians to select and acquire materials that:

1. Enrich and support the curriculum, taking into consideration students' varied interests, abilities, learning styles, and maturity levels.
2. Provide and maintain a current collection that is diverse in format and content and that that supports and enhances the curriculum as well as the pursuit of individual interests.
3. Collaborate with teachers, administrators, and others to ensure that a variety of resources is available for patrons to support learning
4. Provide materials that encourage an appreciation for diversity and various worldly perspectives. This includes national and world heritages.
5. Provide a wide range of background information that will enable students to make intelligent judgements in their daily lives.

D. Description of Programs and Services

The Parkside Library serves students in pre-kindergarten through fifth grade. Patrons also include the staff of the school. The students may visit the library before school beginning at 7 a.m. and after school until 3:15 p.m. daily unless otherwise noted in the display case at the front of the library. Students are on a set rotation and will visit the library every six school days. Teachers and staff may request special collections and lessons from the librarian as needed.

E. Selection Policies and Procedures

The number one criteria for materials selection is the needs of students. If a potential item does not meet the learning needs of students, that item will not be added to the library collection. Items may meet direct classroom learning needs, add to the professional ability of teachers, or otherwise contribute to learning standards set forth in the *Common Core Standards for Learning* and the *American Library Association's Standards for the 21st Century Learner*.

The librarian is responsible for additions to the collection. Suggestions may be sourced from patrons. Purchase of materials for the media center is the responsibility of the librarian and must follow District purchasing rules. Sales tax must never be charged.

F. Challenged Materials

A parent of a District student, any employee, or any District resident may formally challenge an instructional resource used in the District's educational program on the basis of appropriateness.

1. Informal Reconsideration

When the school receives a complaint about the appropriateness of an instructional resource, try to resolve the matter informally:

- a. The principal or other knowledgeable professional shall explain the school's selection process, the criteria for selection and the qualifications of the professional staff who selected the material.
- b. The principal or other knowledgeable professional shall explain the role of the questioned material plays in the educational program, its intended educational usefulness and any additional information regarding its use.
- c. If appropriate, the principal may offer a concerned parent another resource to use in place of the challenged material.
- d. If the complainant wishes to make a formal challenge, the principal shall provide the complainant a copy of this policy and a Request for Reconsideration of Instructional Materials form.

2. Formal Reconsideration

All formal objections to instructional resources must be made on the appropriate form. This form shall be signed by the concerned party and filed with the principal or campus designee. Upon receipt, the principal or designee shall appoint a reconsideration committee, which shall have the following members:

- Principal or designee
- School Librarian
- A teacher at the school
- An instructional services representative
- Four parents from the campus serving that grade level.

The committee shall review the challenged material and determine whether it conforms to the principals of selection set out in this policy. The committee will prepare a written report. Copies shall be provided to the principal, the Superintendent, and the complainant.

3. *Appeal*

The complainant may appeal the decision of the reconsideration committee in accordance with the complaint policies, starting at Level 2. The appeal shall contain a copy of the original complaint, the reconsideration committee's report and the dates of conferences with the principal or designee.

G. Gifts

The Parkside School library is pleased to accept a variety of gifts. Monetary donations may be made through the front office of the school, or the district office. The monies should be clearly labeled for Parkside Elementary Library, and as any other specifications the donor may have.

Books may be donated, to be considered for the collection at the library location. The Library cannot, however, accept donations of used technology, due to district policy. Upon donation, materials become the property of Parkside Elementary School, and the librarian reserves the right to use the materials as is seen fit. Although all donations are appreciated, materials that are outdated or unusable will be recycled appropriately within the local community.

Selection of books to be used as memorials should be made by the campus librarian. Groups of individuals wishing to purchase a memorial may request that the librarian provide a list from which their selection be made. Individuals may request a certain book but it is ultimately up to the approval of the librarian for the campus collection. A designation of the memorial donation will be made in the book or on the material. Written notification will be made to the family by the librarian and a note of appreciation may be sent to the donor.

H. Fundraising

The library may conduct several fundraisers throughout the year. Since the monetary yield cannot be determined until the fundraising activity is conducted, there will not be an allocation determined. These funds will be used to purchase items for the library.

Annual fundraisers include Scholastic Book Fairs will be held twice a year, once in the Fall and once in the Spring. Volunteers from the school community such as the Parent Teacher Organization may assist at fundraisers for additional manpower.

I. Inventory of Materials

Inventory/Survey of Holdings: The Librarian will perform a full inventory/survey annually, at the end of the school year. The method of this inventory is up the librarian, and may utilize the staff and possible parent volunteers to for aide in the process.

J. Weeding Materials

Library Staff will use the CREW method throughout the year to remove items on an as needed basis. At the conclusion of each school year, library staff will conduct a large scale weeding project to remove items that need removed, but have been missed. Staff will use the MUSTY acronym to determine weeding. Items will be removed if they are: misleading or obsolete, ugly or worn out (physically unappealing), superseded by a newer version, trivial, or the collection no longer needs the item.

1. Types of books that may be discarded include:

- Books that are worn out or badly damaged.
- Books that have print too small to read with ease.
- Books that contain inappropriate material for users.

- Duplicate copies of titles than needed and materials that no longer fit the curriculum or the reading and/or interest level of the students.
- If an item has not circulated in over five years, perhaps it should be considered for removal. (Note this is not a rule. Many useful items are not frequently circulated.)
- Books that could be replaced with newer editions.
- Books that contain untrue, out-of-date material or statements that are misleading

2. **What items should not be discarded?**

- Classics except when a more attractive edition is available or there are too many copies on the shelf.
- Local and Texas history unless it can be replaced with new copies.
- School annuals and other publications of the campus.

Materials that are not subject to rapid change – fairy and folk tales, fiction, biography (with the exception of outdated sports and other “celebrities” biographies), fine arts and sports (with the exception of rule books), poetry and literature

J. Circulation

The number of books checked out and for how long an item maybe checked out is up to the librarian. The District suggests the following guidelines that Parkside Elementary endorses:

- Kinder & 1st = 1 book for one week
- 2nd grade = 2 books for one week
- 3rd-5th grade = 3 books one week

Students are responsible for returning their books in a timely manner. Check out may be limited if there is a late or missing book. Please contact the librarian if a library book is lost or damaged.

K. Internet and Technology

All students are trained annually in digital citizenship at a level that is appropriate for their grade and understanding level. Digital citizenship classes must be completed before the student is allowed to use the computers on campus. Videos about digital citizenship must be completed and a short quiz appropriate to the learner's levels will be taken to assess their understanding of digital citizenship and how to responsibly use the school's computers and technology resources.