

Clausell Elementary School Library Media Center Collection Development Plan

Mission Statement

The mission of the Clausell Elementary School Library Media Center is to ensure that students are effective users of ideas and information. The library media center strives to provide the school community with a wide range of materials on appropriate levels of difficulty that will encourage growth in knowledge, establish a life-long love of reading, and foster information literacy.

Vision Statement

The vision of the Clausell Elementary School LMC is to provide a welcoming environment that offers a balanced collection to serve the needs of all of its users.

Goals and Objectives

The goal of the Clausell Elementary School LMC is to promote a love for reading that will develop an appreciation for books to become information literate and effective life-long readers. Clausell Elementary School Media Center strives to provide patrons with materials that will enrich and support the educational program of the school. It is the responsibility of the school media center to provide a wide range of materials on different levels of difficulty, with diversity of appeal, and representing different points of view. The inclusion of any item in a collection does not necessarily mean that the media center or school advocates or endorses the contents of that item.

Objectives

The goals of the media specialists are;

1. To teach students to access, evaluate, and use information.
2. To maintain a well-balanced collection of media appropriate to the needs of the school.
3. To provide assistance in locating and using instructional materials.
4. To promote instruction in information literacy to students and faculty.
5. To provide planned instructional materials that will stimulate growth in factual knowledge and literary appreciation.

Policies and Procedures

Student Checkout

Kindergarten -5th grade students may check out one book per library visit. Materials are due back in one week to exchange, or may be renewed for an additional week as long as no has requested the title. Special permission for more materials may be granted when necessary for an assignment.

Staff Checkout

Faculty may check out unlimited numbers of materials as long as needed. Periodicals, audio visual materials, and equipment must be signed out at the circulation desk, if taken outside the library media center. Items should be returned after use so that others may use them.

Reference Materials

Reference materials are to be used by students in the library media center. Teachers may check out reference materials for use in the classroom when necessary.

Professional Collection

Professional collection may be checked out by staff with unlimited usage but should be returned after use so that others may use them.

Audio Visual Materials/Equipment

Students are not allowed to check out audio visual materials or equipment. Teachers may check out audio visual materials for use in the classroom.

Periodicals

Magazines and newspapers are not to be taken out of the library media center by students, but may be checked out by faculty members. Only current issues are displayed. Back issues must be requested at the circulation desk.

Overdue Materials

Overdue notices are sent home periodically. There are no fines for overdue books.

Lost and Damaged Books

If a book is lost or damaged, the book must be paid for before additional books can be checked out. The replacement cost of the book is quoted on the overdue notice. Payment for a lost book is reimbursed should the book be found and returned in good condition. Students who owe money to the library lose their privilege for borrowing more materials and will not receive their final report card.

Collection Overview

- There are more than 3,600 print and digital items in our current collection.
- Current needs of the collection include updating collection in all areas. The current collection age is 14 years with the average copyright date of 2004.
- Curriculum related materials are in tremendous need for science, technology, history, geography, story collections, and biographies. We are also in need of more digital books and updated reference materials.

Formats Included in the Current Collection & Needed

- Books (hardback and paperback) in fiction and nonfiction
- DVD
- Audio books/CD
- Periodicals-for both recreation and reference
- Online databases for research
- Reference books
- EBooks
- Accelerated Reader books
- Professional Resources for Staff Members

Budgeting Procedures

Each school year, an allocated amount of money is generated by the Jackson Public School District for each library based on the enrollment. This amount may vary from year to year

based on available district funds and fluctuation in enrollment. The LMS determines how to allocate those funds into each budget string. The Librarian will maintain all receipts and purchase orders from the purchases made using the Library budget strings. The Librarian can only purchase materials for the benefit and improvement of the Library Media Center. The Librarian will obtain a copy of the current year's budget from Marathon and keep in a separate Budget binder. In addition, the Librarian will develop a Proposed Budget based on the needs of the Library Media Center. These needs will be determined by: Advocacy Committee recommendations, student and staff needs assessments, observation, collection development policy, and automated system reports. The Librarian will submit this proposed budget to the Administrator for approval.

Timeline for Developing Collection

Year 1: 2017-2018

- Acquire more updated easy and fiction books

Year 2: 2018-2019

- Acquire more updated items in the 500 and 600 sections to correlate to MCCRS
- Acquire more E-books and digital resources

Year 3: 2019-2020

- Acquire more E-books and digital resources

Collection Maintenance

Our library collection will undergo continuous evaluation in order to keep on target with its mission to ensure that students and faculty are effective users of information and to provide diverse cultural opportunities for reading, learning, and entertainment to all of its patrons. Collection evaluation and maintenance is the highest priority for the LMS. Statistical tools such as circulation reports will be used to determine how the collection is being used and how it should change to answer patron needs. The materials themselves will be assessed for their physical condition and their use. Through these ongoing methods the librarians will monitor the collection to see that it is serving its patrons.

Acquisitions Guidelines

The needs of the Clausell Elementary School LMC are based on knowledge of the curriculum and of the existing collection. These needs are given first consideration in the selection of materials used to enhance the classroom curriculum. Selection is based on student and staff survey results, advocacy committee recommendations, as well as extensive consultation between the librarian and the teachers; close communication is essential in developing a collection that is relevant to the curriculum. Requests for purchases are always welcome. The librarian is responsible for selecting materials, building and maintaining the collection.

Selection Criteria

The librarian will select resources in all formats for the library, utilizing but not limited to, the following criteria:

- integral to the instructional goals, curricular, extra-curricular programs of the school
- appropriate for the reading level, understanding, access abilities of students in the school.
- reflect the creative interests and relevant needs of the students and faculty.
- warrant inclusion in the collection because of literary, historical and/or artistic value and merit.
- present information with the greatest degree of currency, accuracy and clarity possible.

- represent a fair and unbiased presentation of information while also representing as many shades of opinion as possible, in order that varying viewpoints are available to students.
- reflect a variety of cultural backgrounds.
- extend the walls of the library into the classrooms and outside of school to students, staff, and parents.

Selection Tools

The librarian consults reputable, unbiased, professionally prepared review sources such:

- The School Library Journal
- The New York Times Book Review
- Horn Book
- Booklist

Gifts and Donations

Occasionally gifts of library materials are offered to schools. For acceptance, these materials should meet the same standards for use as do materials purchased by school district. Gift materials shall be judged by the criteria outlined and shall be accepted or rejected by those criteria.

Weeding Guidelines

The library's collection will continually be evaluated in accordance with curriculum changes, new material formats, interests and needs of users, and changing instructional methods. Weeding is essential to maintain a relevant and attractive collection. Appropriate measures will be taken to dispose of discarded materials. Materials will be removed from the collection when items:

- Are no longer needed to support the curriculum or student or faculty interests
- Are superseded by more current information
- Are in poor physical condition
- Contain obsolete subject matter
- Contain inaccurate information
- Have low circulation statistics

Challenged Materials Policy

Any resident or employee of the school district may formally challenge library materials used in the district's school library program on the basis of appropriateness. This procedure is for the purpose of considering the opinions of those persons in the schools and the community who are not directly involved in the selection process. Challenged materials should be brought to the attention of school personnel and tried to be resolved informally. If the complainant wishes to file a formal challenge, a copy of the district Selection of Library Material Policy and request for Reconsideration of Library Materials form should be handed and mailed to the party concerned by the library media specialist or building administrator. Upon receipt of a request for formal reconsideration of library material, the building administrator will appoint a reconsideration committee. The committee shall review the challenged material and judge whether it conforms to the principles of selection outlined in the district's Selection of Materials policy.

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- 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.

Clausell Elementary School Library

Diagram



