Lincoln Elementary School Library Collection Development Policy

*This book selection policy reflects the student/teacher needs for Lincoln Elementary School.*

**I.**  **Purpose**

   The purpose of the school library media center is to provide developmentally appropriate instructional materials and recreational materials so that each student has the potential to develop to the best of his or her ability. The collection is aimed at providing as much exposure to as diverse a collection of information as possible, as well as to avoid any type of censorship of materials. The collection should support the curriculum in all disciplines as well as provide a common body of knowledge.

**II.     Selection**

A.     Book purchase requests may be made by faculty, parents, community members or students. The final purchase decision will be made by the library media specialist after consulting a variety of selection aids.

B.     Criteria for selection will be made considering the following questions:

1.      Does the item support the curriculum?

2.      Is it age/developmentally appropriate for the patrons?

3.      Is the material timely? Will it be outdated quickly?

4.      Is the material accurate? Is it written or edited by an authority on this subject?

5.      Is the scope of the material adequate? Are there views not represented?

6.      Is the material visually pleasing and readable? Are the illustrations supportive of the text?

7.      Are there user aids such as a bibliography, glossary, or index?

8.      Is the current collection already heavy in this area?

9.      Will the material be widely used?

**III.   Collection maintenance (weeding)**

A.           Materials which have cosmetic damage beyond repair will be discarded.

B.           Materials that are outdated or obsolete will be removed from the collection.

C.           Materials that are age or developmentally inappropriate will be removed.

D. Materials which contain incorrect information will be removed from the collection.

E. Weeded materials which are deemed to be integral to curriculum or the school community will be replaced with new copies.

**IV. Controversial material**

A.     Any patron or parent may challenge a selection by completing a “Request for Reevaluating Media Materials” form, available within the library.

B.     Written objections will then be submitted to the school principal for review.

C.     The media specialist will be responsible for researching other challenges for the same title, as well as providing justification for retaining the title.