

Instructional Services
Standard Instructional Program
School Library Collection Development

This regulation supersedes Regulation 6760.1.

I. PURPOSE

To establish guidelines for developing the collections in school libraries.

II. SUMMARY OF CHANGES SINCE LAST PUBLICATION

- A. Department of responsibility changed from the Department of Information Technology to the Instructional Services Department.
- B. Sections I., II., and III. have been revised to reflect that all “school library media centers” shall now be referred to as “school libraries” and that all “library media collections” shall now be referred to as “library collections.”
- C. Section VI. has been revised to reflect that “school library media specialist” shall now be referred to as “school librarian.”
- D. Sections VI. and VII. have been revised to clarify selection criteria.

III. OVERVIEW

School library collections are developed systematically, and librarians seek to ensure balanced coverage of all curriculum areas using a wide range of current materials on various levels of difficulty and in a variety of media formats. The collection should support the diverse interests, needs, and viewpoints of the school community. Gift materials should be evaluated using the same criteria as used for the library collection and will be accepted or rejected in accordance with those criteria as well as additional considerations such as space, priorities for new acquisitions, duplication and overlap, and related factors. **Librarians are under no obligation to include donations in the library collection.**

Students are able to select any library materials they want to read and borrow from the libraries. Parents desiring to restrict access to specific library materials for their own children must assume this oversight responsibility. Inclusion in a school library collection does not imply approval as program or supplemental instructional material approved for classroom use by departmental office or local school. Procedures for the identification, evaluation, and approval of program and supplemental instructional materials are established in the current versions of Regulation 3005 and Regulation 3007.

IV. GUIDELINES

The material selected for inclusion in school library collections shall meet the following guidelines:

- A. Enrich and support the Fairfax County Public Schools Program of Studies and the Virginia Standards of Learning.
- B. Encourage and support informational and recreational reading, viewing, or listening and help students developing the skills necessary to become lifelong learners.
- C. Meet the information needs of students and faculty taking into consideration diverse interests, abilities, backgrounds, reading levels, maturity levels, native languages, and students' extracurricular interests.

V. CRITERIA FOR SELECTION

- A. Materials selected should meet high standards including the following areas:
 - 1. Presentation
 - 2. Educational significance
 - 3. Readability
 - 4. Authenticity and accuracy
 - 5. Artistic quality or literary style
 - 6. Factual content
 - 7. Clarity of content and organization
 - 8. Use of special features, such as useful illustrations, photographs, maps, charts, and graphs
 - 9. Technical production and construction that is well crafted, durable, manageable, and attractive
 - 10. Treatment that is clear, comprehensible, skillful, convincing, and well organized
- B. Selected materials should be appropriate to the variety of ages, developmental stages, ability levels, and learning styles.
- C. The value and impact of any work should be examined as a whole.
- D. Materials representing diverse points of view should be selected to encourage individual analysis.

- E. Materials should be purchased in a variety of formats with efforts made to incorporate emerging technology when appropriate.

VI. PROCEDURES FOR SELECTION

The school librarian, under the supervision of the school principal, will:

- A. Use reputable professionally prepared selection aids when selecting materials. Two positive reviews from professionally recognized journals are required for all materials. Review sources typically will include one or more of the following:

- AASA Science Books and Films
- Basic Book Collection for Elementary Grades
- Basic Book Collection for Junior High Schools
- The Best in Children's Books
- Beyond Picture Books
- Book Report
- Booklist
- Bulletin for the Center of Children's Books
- Children's Software Review
- Horn Book
- Kirkus Reviews
- Library Journal
- Media and Methods
- Multimedia Schools
- Reference Books for School Libraries
- School Library Journal
- Technology Connection
- VOYA
- Wilson Catalog Series: Children's Catalog, Junior High School Catalog, Senior High Library Catalog

The school librarian may use other journals for review purposes if the librarian determines that the nature of the material requires a more specialized journal.

- B. When reviews are not available, the librarian may arrange for firsthand examination of materials to be acquired, in lieu of the requisite two reviews.
- C. Consider recommendations from faculty, students, and parents.
- D. Purchase replacements for worn, damaged, or missing material basic to the collection.
- E. Purchase no more than five copies per title without permission from Library Instructional Services (LIS).

VII. Collection Maintenance

Weeding, the removal of items from the library collection, is essential to maintaining a relevant, current, and appealing collection. The library collection will be continually reevaluated in relation to evolving curriculum, new format of materials, new instructional methods, and the current needs of its users. Materials considered for removal from a collection should include items:

1. In poor physical condition.
2. Containing obsolete subject matter.
3. No longer needed to support the curriculum, student interests, or faculty interests.
4. Superseded by more current information.
5. Containing inaccurate information.
6. Having low circulation statistics.
7. Multiple copies no longer needed.
8. Limited literary or educational value

See also the current versions of:

Regulation 3005, Program and Supplemental Instructional Print Materials
Identification, Evaluation, and Approval

Regulation 3007, Program and Supplemental Instructional Electronic Media
Identification, Evaluation, and Approval

Regulation 3012, School Libraries

Regulation 3011, Treatment of Women and Minority Groups in Instructional
Materials

Regulation 3280, Controversial Issues