



Library Media Center

Collection Development Plan

Boerne Independent School District

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Mission Statement of Boerne ISD School Library Media Centers

The Boerne Independent School District Library Media Program empowers students and staff to be effective and ethical users of ideas and information, life-long readers, and versatile future-ready learners.

Goals and Objectives of Boerne ISD School Library Media Centers

The Boerne Independent School District Library Media Centers will:

- provide and maintain a current collection that is diverse in format and content and supports and enhances the curriculum as well as the pursuit of individual interests.
- coordinate with teachers, administrators, and other stakeholders to ensure that a variety of resources is available for patrons to support learning.
- provide resources that foster a deeper appreciation of the religious, ethnic, and cultural diversity of our world.
- foster a learning environment that encourages curiosity and investigation.
- collaborate and co-teach with staff to enhance the district curriculum and support student achievement.
- provide a setting where students can develop the skills necessary to locate, analyze, evaluate, interpret, and communicate information and ideas in an effective manner.

Responsibility for Collection Management

The primary responsibility for selecting materials for the Library Media Center at each school is that of the library media specialist. All [Boerne ISD School Policies](#) will be followed in selecting materials for the library. Patrons (including students, staff, administration, and parents) are encouraged to offer recommendations of materials to be considered for inclusion into the collection.

School Library Selection Criteria

In addition to staying in compliance with [Boerne ISD School Board Policy](#), the Boerne ISD Library Media Center collection criteria should also include American Library Association Guidelines (ALA):

- Support and enrich the curriculum and/or students' personal interests and learning
- Meet high standards in literary, artistic, and aesthetic quality, technical aspects, and physical format.
- Be appropriate for the subject area and for the age, emotional development, ability level, learning styles, and social, emotional, and intellectual. development of the

students for whom the materials are selected

- Incorporate accurate and authentic factual content from authoritative sources
- The books/materials that are being considered for the library have been reviewed to make sure they have favorable reviews in standard reviewing sources and/or favorable recommendations based on preview and examination of materials by professional personnel such as a renowned review publication. Please see the list below.
- Exhibit a high degree of potential user appeal and interest
- Represent differing viewpoints on controversial issues
- Provide a global perspective and promote diversity by including materials by authors and illustrators of all cultures
- Include a variety of resources in physical and virtual formats including print and non-print such as electronic and multimedia (including subscription databases and other online products, e-books, educational games, and other forms of emerging technologies)
- Demonstrate physical format, appearance, and durability suitable to their intended use
- Balance cost with need

Before purchasing a book, librarians should use at least 3 reviewing sources from professional school library reviewing sources such as:

- [Association for Library Service to Children \(ALSC\) Notable Children's Books](#)
- [Booklist](#)
- [School Library Journal](#)
- [We Need Diverse Books website](#)
- [Young Adult Library Services Association \(YALSA\) Best Books for Young Adults](#)
- [Kirkus Reviews](#)
- [Publisher's Weekly](#)
- [Horn Book](#)

Gifts and Donations

Gifts and Donations: The Boerne ISD libraries are pleased to accept any monetary donations through the front office of the school, or the district office. The monies should be clearly labeled for the library, and as any other specifications the donor may have. Books may be donated, to be considered for the collection at the library location. Upon donation, materials become the property of the Boerne ISD, and the library media specialist 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.

Weeding Policy

Materials that no longer meet the general selection criteria for the library (including those that have become damaged or obsolete) will be systematically withdrawn. Using the guidelines suggested in [The CREW Manual](#), revised and updated by Jeanette Larson at the Texas State Library, Boerne ISD library media specialists will follow the guidelines for systematic weeding in order to maintain the library's collection. The synopsis below is taken from the Mesquite ISD Library Policies and Procedures; the full manual can be found at the link above.

Benefits of Weeding

1. Keeps the collection current
2. Gives the library an attractive, user-friendly appearance
3. Creates the best utilization of available space
4. Ensures optimum service with a high-quality collection of materials
5. Locates materials needing repair, rebinding, or replacing

Types of Materials to be Regularly Weeded

1. Materials that are rarely or never used
2. Materials that are in poor condition
3. Materials that no longer fit the curriculum
4. Materials that are out of date
5. Materials that are not age-appropriate (if the item is above or below the level for your school, contact and send the material to an appropriate feeder school.)
6. Extra copies of books in good condition that may be relocated to another campus

Weeding Procedure

1. Remove items as directed from the library management system. Be sure to check the box "Track as weeded."
2. Remove barcode, spine label, (if spine label cannot easily be removed, mark with a red X) and security stickers.
3. Mark out the library name with black marker in all places where it appears. Property stamps may be found inside front and back covers and title page. Property information may also be stamped on page 13 of older books.
4. Write DISCARDED and date in the front and back inside covers.
5. Dispose of the items as outlined below:
 - a. Items that do not contain outdated information and are in relatively good condition may be given to classroom teachers or other staff for use in the district. Any items that contain outdated information must be picked up by

the warehouse for district auction or if physically damaged put in the recycle bin.

6. The librarian as the professionally certified specialist will make the determination as to whether an item will be given away or destroyed.

Note: The Texas School Library Standards (2018) specifies the number of items a library should have per student to meet Distinguished, Accomplished, Proficient, Developing or Needs Improvement status. It is the goal of BISSD to keep the minimum number of resources in each library at the Proficient level, as follows: Elementary level - 11,000 or 14 books per student, Secondary level - 10,000 or 12 books per student.

Circulation

Secondary students may check-out up to three items at a given time while staff may check-out up to five items. Elementary students may check-out up to two items. Online resources are available to students and staff outside of the library, but must be accessed through the district portal and login. Lost or damaged books must be paid for in full or material of equal value and quality may be accepted. Fines may be assessed for any materials overdue by five or more days.

Inventory

The LMS will perform inventory annually as directed by the Lead Librarian, at the end of the school year. The method of conducting this inventory is up to the LMS, and may utilize the staff and volunteers for assistance.

Internet and Technology Use

All users of the library media center will abide by the district Acceptable Use Policy (AUP) and must have a completed AUP form on file. The Boerne ISD Library Media Centers are reserved for educational use. Students are expected to adhere to the digital citizenship guidelines discussed during library orientation when utilizing the media center resources including both the computers and tablets.

Copyright and Fair Use Compliance

All users, students, staff and parents, must adhere to copyright and fair use compliance guidelines. "Copyright law is intended to protect against unauthorized printing, publishing, importing, or selling of multiple copies of a work. A fair use law was developed to provide guidelines in the use of copyrighted materials" (Mardis, 2016, p. 199). In addition to the

circulation desk, Copyright and “Fair Use” guidelines must be posted in the media center and the reference material area.

Intellectual Freedom

All library users have the right to intellectual freedom as protected by the First Amendment of the United States. As stated on the American Library Association site, “ALA actively advocates and educates in defense of intellectual freedom—the rights of library users to read, seek information, and speak freely as guaranteed by the First Amendment. Intellectual freedom is a core value of the library profession, and a basic right in our democratic society. A publicly supported library provides free, equitable, and confidential access to information for all people of its community” (American Library Association).

Confidentiality

The Boerne ISD Library Media Centers will adhere to the American Library Association Code of Ethic which states in Article III: “We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted” (American Library Association). This means that library records, including circulation records, will remain confidential. In emergency situations, school administrators will be notified.

References

- "Code of Ethics." *American Library Association*, 2008, <http://www.ala.org/tools/ethics>. Accessed 9 April 2021.
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- Mesquite ISD. "Weeding." *Mesquite ISD Library Policies and Procedures*, 2018, <https://sites.google.com/a/mesquiteisd.org/librarypolicies/weeding>. Accessed 9 April 2021.
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