**Collection Development Guide as explained in the Prince George’s County Process Guide for School Library Media Centers: A Balance Approach, Pre-K-12 Copyright July 30, 2008**

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**Changes to policy shown in purple**

**Collection Development**

**State Standards**

The goal is that each PGCPS Library Media Center should meet the state standards for collection size, as published in Standards for Library Media Programs in Maryland (see works cited section).

|  |  |  |  |
| --- | --- | --- | --- |
|  | Elementary School | Jr. High/Middle School | High School |
| Collection Size | 12,000 books | 15,000 books | 18,000 books |

**Collection Development Process**

Collection development is the ongoing process of identifying the strengths and weaknesses of library media collections in terms of student and staff needs and interests.

The Prince George’s County Public Schools Library Media Collection Development Program is a systematic plan which has been developed to assess, select, and purchase quality print and nonprint materials to meet the individual learning styles of students and their interests to support the curricular needs of the school system. This procedure was developed in response to program improvement recommendations made by the Maryland State Department of Education during its review of the Prince George’s County Media Program. The basis for this review was Standards for School Library Media Programs in Maryland (see works cited section). In addition, the Middle States certification process now requires that a collection development program be in place in schools which are being evaluated for certification.

The collection development program has three components:

• Analysis of the school community

o Demographic information can be found at http://www.mdreportcard.org.

o Demographic information is also included in the School Improvement Plan.

• Assessment of the library media collection

o Electronic collection assessment tools are extremely useful.

• Selection and acquisition of materials

o Selection must follow the review and evaluation process of the Office of

Library Media Services for the Prince George's County Public Schools (see “Review and Evaluation”).

o Impending curricular changes as well as current curricular needs should

 be taken into consideration where acquiring new materials. (Common

 Core considerations)

Collection Analysis

By performing a collection analysis, the library media specialist can obtain a quick view of the collection’s health. Areas which have become dated and areas underrepresented in the collection can be readily identified and weeded if deemed necessary. There are several companies that offer a collection analysis service free-of-charge. Follett, the owner of the Destiny circulation system used by Prince George’s County Public Schools, provides Titlewise.

To use the service a library media specialist will need to export the school’s collection and upload it for analysis. The library media specialist should use the analysis to identify strengths and weaknesses in the collection. Additionally, the analysis can identify incomplete records and other errors. A collection analysis should be performed several times during the school year and shared with the school’s administration.

The Office of Library Media Services has established a schedule for focused assessment of specific areas of the collection. These areas rotate on a five-year schedule. The assessment area rotation is as follows:

2008-2009 200, 300, 400, 700

2009-2010 Fiction, Everybody (Picture Books), Professional

2010-2011 800, Reference, Biography (921, 920), Story Collection

2011-2012 500, 600

2012-2013 000, 100, 900

2013-2014 200, 300, 400, 700

2014-2015 Fiction, Everybody (Picture Books) Professional

2015-2016 800, Reference, Biography (921, 920), Story Collection

2016-2017 500, 600

2017-2018 000, 100, 900

All nonprint materials (e.g. ebooks, videos, DVDs, etc.) in corresponding Dewey ranges will be included in the appropriate analysis. The library media specialist should concentrate on the above-mentioned areas in that year’s collection development plan for purchases.

**Inventory**

Inventory of the library collection helps to ensure that the catalog matches the collection. The schedule and procedures for inventory will be determined by the Office of Library Media Services. The office must:

• Determine whether to inventory the entire collection at one time, or to divide the

 inventory into a number of smaller sections (for example, call number ranges or

 type of material (reference or videos.) The inventory must include the entire

 collection each year.

• Ensure that the shelved materials are in the correct order by using the shelflist.

• Enter the barcodes into the automated library system, following the procedures

 issued by the Office of Library Media Services.

• Use the automated library system to run reports of missing items. Review the

 report to see if any materials can be found. If the item is found, scan the barcode

 into the system.

• Finalize the inventory in the automated library system and report the completion

 to the Office of Library Media Services, as directed.

**New Materials -- Acquisition/Ordering**

Materials should be ordered from the list of approved vendors available from the Office of Library Media Services with complete processing (i.e. barcodes and MARC records), according to county specifications.

* When an order arrives, materials are to be checked against the packing slip for accuracy, and the original packing slips should be submitted for payment to the disbursing agent (school secretary/bookkeeper or Office of Library Media Services).
* The library media specialist should make a copy of the packing slip for his/her own records.
* Verify that all items have been entered in the automated library system by scanning the barcode of new materials. If discrepancies are found, contact the Office of Library Media Services who will contact the vendor if necessary.
* Materials are stamped with a library media center ownership stamp.
* According to school procedures, the second barcode should be affixed to the title page verso (copyright page), pockets, due date slips, and/or theft detection strips should be affixed to the books.

**Review and Evaluation**

Library media materials include resources published and/or produced for individual use or to supplement classroom instruction. These materials are not to be regarded as classroom instructional materials. Unlike classroom instructional materials, use of individual library media materials is not required, but is a matter of choice for the patron. For this reason, review and evaluation of library materials have a different process than that of classroom materials. School library media centers should provide materials and information presenting all points of view on current and historical issues [See Administrative Procedure 6180.2 (September 1, 1991)].

An awareness of multicultural diversities, learning modalities, and student needs are major considerations in the selection of all Library Media Center (LMC) materials. Each LMS should consider the values, needs, and interests of the community when considering items for purchase (e.g. surveys, request forms, etc.). The LMS will also ensure that the school community is updated on new purchases (e.g. library website, newsletter, social media, etc.).

General Selection Criteria for Materials:

All materials’ content will be selected based on the following criteria:

* Authority
* Appropriateness of content to users
* Scope
* Authenticity
* Treatment
* Arrangement and organization
* Instructional design
* Special features
* Materials available on the subject
* Value to the collection

All materials’ physical form will be selected based on the following criteria:

* Technical quality
* Aesthetic quality
* Durability
* Safety and health considerations

Classroom sets of materials (e.g. classroom libraries) are not part of the library media collection.

Each LMS will participate in the Review and Evaluation Process. Quarterly review sessions are held. At any time, however, an LMS or other professional may add new material to the collection by completing a Library Media Review form and forwarding it to the Library Review and Evaluation Section of the Office of Library Media Services. The Office of Library Media Services will review the form and notify the applicant of the status of the approval. A single positive review form, submitted by a certified professional, will constitute approval for PGCPS library media centers.

Ownership and/or housing of materials by another school Library Media Center does not constitute approval. The list of approved materials is available by contacting the Review and Evaluation Section of the Office of Library Media Services. A list of non-approved material and the list of approved fiction are available through the Office of Library Media Services Review and Evaluation Section. Health materials must be approved by the Office of Health Education.

The Office of Library Media Services will maintain current selection tools for print and nonprint materials. The professional library also maintains subscriptions to many of these sources. A recommended review source list will be updated on a regular basis by the Office of Library Media Services.

Materials (both print and nonprint) that have not been approved through the Review and Evaluation process may be added to the collection if any one of the following conditions is met:

1. Because the items listed below are rarely reviewed, reviews for them are not

 required; however, professional judgment should be used before adding to the

 collections:

* College catalogs and recruiting information
* Annuals of almanacs, yearbooks, directories, statistical abstracts, and handbooks, and publications by the U.S. Government Printing Office
* Material distributed by Video Placement Worldwide (<http://www.vpw.com>)
* Material distributed by Teaching Tolerance (<http://www.tolerance.org>)
* Material distributed by Annenberg Media (<http://www.learner.org>)

2. Materials on the following lists are approved:

* Lists of supplemental materials for PGCPS approved textbooks or teacher’s guides
* MSDE Approved Lists
* PGCPS approved bibliographies and departmental lists
* Opening day collections selected by the Office of Library Media Services
* SAFARI Montage and Discovery Education(<http://discoveryeducation.com>)

3. Only one favorable review is needed from a review source that uses a group

 review process. Ensure that reviews are valid and if possible verify the reviewer. Some of these include:

• BookLinks (ALA)

• Horn Book

• Booklist

• Black-Eyed Susan nominees (MASL) (Possibly remove as reviews are not provided on current MASL site.)

• Bulletin of The Center of Children’s Books

• Notable/Best Books (ALA) books

• Caldecott/Newbery Award and Honor books (Possibly remove as typed reviews are not provided.)

• Only the Best (ASCD)

• Coretta Scott King Award books

• Reference Books Bulletin

• Elementary School Library Collection

• School Library Media Quarterly (ALA)

• English Journal

• Science and Children (NSTA)

• Science Teacher (NSTA)

• H.W. Wilson publications (i.e., Wilson’s

Children; Wilson’s Middle School, Wilson's High School)

4. At least two favorable reviews are required from (Verify review and if possible ensure that there is a specific reviewer listed):

• The Book Report

• Mathematics Teacher

• Choice

• Natural History

• Criticas

• School Library Journal

• Electronic Learning

• School Library Media Activities Monthly

• Kirkus

• Science Books and Films (AAAS)

• Language Arts

• Teacher/Librarian

• Learning and Leading with Technology

• Technology Learning

• Library Journal

• Video Librarian

• Maryland Library Association selective lists of materials

• Voice of Youth Advocates (VOYA)

* Teaching Tolerance
* Internet @ Schools

Gift materials must meet PGCPS selection guidelines. Disposition of the gift materials is at the discretion of the LMS.

Periodicals and newspapers must be selected from the approved list. The list is updated annually and is available from the Office of Library Media Services.

The Office of Library Media Services of Prince George’s County Public Schools adheres to the American Library Association’s Right to Read policy (see appendix). Accordingly, reviewers should strive to be objective by not invoking their personal beliefs into the reviewing process. Materials that are rejected through the Review and Evaluation process must have the reason stated in the annotation portion of the review form. Rejection is a professional judgment applied to materials when an aspect of an item makes it unsuitable for use in Prince George’s County Public Schools. The following factors are reasons for

rejections:

• Offensive to community values

• Racism, sexism, stereotyping

• Factual inaccuracy

• Unsuitable for target audience

• Excessive use of profanity (Change to profanity that is not historically accurate or does not add value to the work.)

• Graphic sex or violence (Re-word to become appropriate to audience/grade level)

• Illogical sequence of ideas

• Poor character development

• Poor writing style

• Incongruous or poor visual elements

Materials once rejected by a Library Review and Evaluation Committee may be reexamined through the regular evaluation process.

**Reconsideration of Materials**

Complaints and concerns about an item in the library media center collection should be dealt with immediately. The LMS should inform the principal and library media supervisor. They should ascertain the reason for the complaint and attempt to explain the reason for the material’s inclusion in the collection. Should the complainant wish to request that the item be removed from the LMC, the individual should submit the form “Request for Reconsideration of Library or Classroom Instructional Materials.” [See

Administrative Procedure 6180.1 (March 2006) and sample form in the appendix].

Upon receipt of the completed form, the library media specialist should notify the principal and forward the reconsideration request to the Office of Library Media Services. It is the responsibility of the Office of Library Media Services to take action concerning questioned materials that have been evaluated and purchased for an individual school library media center, according to Administrative Procedure 6180.3(January 20, 1997).

**Weeding**

A good collection development plan must include weeding. Weeding is the carefully planned process of removing materials which have outlived their usefulness. The process of weeding helps keep collections relevant, accurate, interesting and useful and facilitates more effective use of space in the library media center. Less is More: a Practical Guide to Weeding School Library Collections and Chapter 12 “Program Administration”of Morris’s Administering the Library Media Center (pp. 518-524), purchased by the Office of Library Media Services for all schools provide excellent guidance on weeding.

Library media materials (print and nonprint) should be weeded if they:

* are in poor condition.
* have not been circulated in the last five years.
* are outdated in content, use, or accuracy. Copyright should be considered, but a decision should not be based only on the copyright date. Older materials may be considered classic or may be of great historical value to the collection.
* are mediocre or poor in quality.
* are biased or portray stereotypes.
* are inappropriate in reading level.
* duplicate information which is no longer in heavy demand.
* are superseded by new or revised information.
* are outdated or unattractive in format, design, graphics, or illustrations.
* contain information which is inaccessible due to a lack of a table of contents, adequate indexing, or searching capabilities.
* have not been selected in accordance with PGCPS selection criteria.

The Office of Library Media Services collection development plan states which portion of the collection is to be evaluated and weeded each year. The person or persons who do the best job of weeding the collection are those who have a thorough understanding of the school’s curriculum, population, and the existing

collection. This process should be conducted by the library media specialist, although he/she may ask for help from department or grade level chairpersons. The library media specialist has the final decision as to whether an item is to be weeded. Exceptions should be made if materials provide historically relevant information specific to the school community or otherwise deemed to be of value to the collection.

**On-Demand Video Delivery Systems**

Currently, the PGCPS has funded two video-on-demand systems (VOD), Discovery Education and SAFARI Montage. The video-on-demand systems provide access to streaming digital video. The video is delivered from a server allowing real time viewing. Depending on copyright, some video can be downloaded to a local computer or a storage device. The VOD operates similarly to a VCR or DVD player, allowing the user to

play, pause, or reverse the video.

Both systems allow searching for titles based on subject and grade level. Lists can be created and shared with other users of the systems.

All professional teaching staff has access to Discovery Education. Each school has its own unique registration code that teachers use to create individual accounts. Discovery Education is accessible outside the school system.

Teachers use their computer log-on name and password to access SAFARI Montage. Each school has a dedicated SAFARI Montage server. A user enters 10.xxx.32.21 into the web browser to get to the SAFARI Montage server (xxx is the school based IP number, located on the upper right corner of the desktop of a computer running Windows XP or 2000.) Safari Montage can also be accessed through the school library homepage.

**Online Databases**

The Office of Library Media Services subscribes to a number of online databases for staff and student use, including an encyclopedia, periodical databases, and other general reference databases. One Search, a search engine for federated searching (searching all the databases at once) is available using the Destiny catalog. It is the responsibility of the Library Media Specialist to ensure that staff and students are aware of the databases and to train them in their use. Students and staff should be instructed and supplied with appropriate usernames and passwords for all databases. The following databases are excellent suggestions for subscriptions, however the final decision will be made by the LMS, after thinking about their schools’ needs and interests, of their students and teachers:

* Proquest Online Database
* Educational Resources Information Center (ERIC)
* EBSCO/ H. W. Wilson
* Children’s Magazine Guide
* NewsBank Online Database
* Science.gov