

Collection Policy
Norm Carrell Library
Snowy Range Academy

I. OBJECTIVE

The objective of the Norm Carrell Library is to support the learning of and provide resources for students, parents, and staff of Snowy Range Academy (SRA) and to build and maintain a collection that supports the mission of the school.

The mission of Snowy Range Academy is to offer an academically rigorous, content-rich integrated educational program grounded in a common foundation and sequence of study. Snowy Range Academy will practice excellence and fairness in education by operating based on values of inclusiveness, personal responsibility, self-reliance, and respect.

This collection policy reflects the philosophy and goals of Snowy Range Academy and supports the principles of intellectual freedom outlined in the American Library Association's Library Bill of Rights, most specifically as described in ALA's interpretation of these rights as they pertain to accessing resources and services in the school library (ALA, 2019). The *Library Bill of Rights*, the interpretation used for school libraries, and much of the wording used in this policy can be found by accessing ALA's website: www.ala.org.

II. SELECTION

A. *Responsibility for Selection*

While selection of learning resources may involve many people (administrators, teachers, students, and parents), the responsibility for implementing the selection of school learning resources housed in and/or maintained by the Norm Carrell Library and making recommendations for purchase for such items rests with the school librarian.

It is the responsibility of the school librarian to:

1. Provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities, and maturity levels of the students served.
2. Provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards.
3. Provide a background of information which will support students in making intelligent, informed decisions in their daily lives.

4. Provide materials on opposing sides of controversial issues so that young citizens may, under guidance, develop the practice of critical reading and thinking.
5. Provide materials that are representative of the many religious, ethnic, and cultural groups and their contributions to our heritage.
6. Place principle above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to assure a comprehensive collection appropriate for the users of the library.

B. Criteria for Selection

For the purposes of these selection criteria, the term “learning resource” will refer to any person or any material with instructional content or function that is used for formal or informal teaching and/or learning purposes. This may include community people, agencies and organizations.

1. Learning resources shall enrich and support the Common Core State Standards as adopted by the State of Wyoming, the goals and recommendations outlined the Core Knowledge Sequence for grades kindergarten through eight, the American Association of School Librarians’ Standards for the 21st Century Learner and the educational needs of users.
2. Learning resources shall meet high standards of quality in
 - artistic quality and/or literary style
 - authenticity
 - educational significance
 - factual content
 - integrity
3. Selection of learning resources will be based on:
 - contribution the subject matter makes to the curriculum and to the interests of the students
 - favorable reviews found in standard selection sources
 - favorable recommendations based on preview and examination of materials by professional personnel
 - reputation and significance of the author, producer, and publisher
 - contribution the material makes to breadth of representative viewpoints on controversial issues
 - high degree of potential user appeal
 - quality and variety of format
 - value commensurate with cost and/or need
 - timeliness or permanence
4. Learning resources shall be appropriate for the subject area and for the age, emotional development, ability level, learning styles, and social development of the students for whom the materials are selected.
5. Physical format and appearance of learning resources shall be suitable for their intended use.

6. Learning resources shall be selected for their strengths rather than rejected for their weaknesses.

C. Procedures for Selection

1. In selecting learning resources, the school librarian will evaluate available resources and curriculum needs and will consult reputable, professional selection tools and other appropriate sources such as, but not limited to:
 - *Wyoming Library Association*
 - *American Library Association*
 - *American Association of School Librarians*
 - *Young Adult Library Services Association*
 - *Kirkus Reviews*
 - *Scholastic*
 - *Common Sense Media*
 - *School Library Journal*
 - *Alaska Association of School Librarians (for Battle of the Books)*
2. Whenever possible, the actual resource should be examined.
3. Gift materials shall be selected by the same criteria as purchased items.
4. The school librarian will submit recommendations for purchases to the Snowy Range Academy Finance Committee for approval.

III. LOST OR DAMAGED MATERIALS

Patrons using the library are responsible for replacing any learning resources they borrow that become lost or are determined to be damaged beyond repair. Patrons may replace items with exact copies of the material or can arrange to pay to have the items replaced.

IV. DESELECTION/WEEDING

The process of weeding is a key part of assessing a library's collection. It helps keep collections relevant, accurate, and useful. It also facilitates more effective use of space in the library. Librarians should plan and implement a collection maintenance process that occurs on a predetermined timeline. The entire collection should be evaluated every five years or more often as necessary (see ACSD#1 Collection Policy, 2022). Snowy Range Academy's Norm Carrell Library will maintain its collection using the Albany County School District libraries' process of weeding as described below:

A. *Deselection Criteria*

Library materials should be weeded if they:

1. Are in poor physical condition,
2. Have not been circulated in the last five years,
3. Are outdated in content, use, or accuracy,
4. Are mediocre or poor in quality,
5. Are inappropriate in reading level of patrons,
6. Duplicate information which is no longer in heavy demand,
7. Are superseded by new or revised information,
8. Are outdated and unattractive in format, design, graphics, and/or illustrations, and/or
9. Are not selected in accordance with general selection criteria.
10. When evaluating a resource, its circulation/copyright date should be considered (a decision to weed should not be based solely on the circulation/copyright date of the material, as some older material may be considered classic or of great historical value to the collection).

The final decision to withdraw materials from the library media collection is one which is made by the librarian based on the above deselection criteria.

B. *Discarding Weeded Materials*

It is the responsibility of the librarian to properly discard materials withdrawn from the collection. Materials may be:

1. Donated to the Albany County Public Library (Friends of the Library), dependent upon condition and format.
2. Repurposed for creative use.
3. Recycled or disposed.
4. Offered to classrooms or patrons.

V. RECONSIDERATION

Any stakeholder of Snowy Range Academy may formally challenge learning resources used in the school's educational 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.

A. Request for Informal Reconsideration

Upon receiving a complaint regarding a learning resource, Snowy Range Academy shall first try to resolve the issue informally according to the following procedure:

1. The principal or other appropriate staff member shall explain to the questioner the school's selection procedure, criteria, and qualifications of those persons selecting the resource.
2. The principal or other appropriate staff member shall explain the particular place the questioned resource occupies in the education program, its intended educational usefulness, and additional information regarding its use, or refer the party to someone who can identify and explain the use of the resource.
3. If the questioner wishes to file a formal challenge, a copy of the school's Selection of Learning Resources policy and a Request for Reconsideration of Learning Resources form shall be provided to the party concerned by the principal.

B. Request for Formal Reconsideration

1. Snowy Range Academy will keep on hand and make available Request for Reconsideration of Learning Resources forms. All formal objections to learning resources must be made on these forms.
2. The Request for Reconsideration of Learning Resources form shall be signed by the questioner and filed with the principal or someone so designated by the principal.
3. The Snowy Range Academy Board of Directors shall be informed of the formal complaint received.
4. The request for reconsideration shall be referred to a reconsideration committee for reevaluation of the resource.
5. During the process of reconsideration, the learning resource will remain accessible and in use unless the learning resource is deemed unacceptable at the discretion of the principal.

C. The Reconsideration Ad-Hoc Committee

Upon receipt of a Request for Formal Reconsideration of a learning resource, the principal shall

1. Appoint a reconsideration committee including the following membership as appropriate:
 - solicit a representative of the Core Knowledge Foundation appointed by the foundation, if possible
 - one member of the school teaching staff elected by the school staff
 - the school librarian
 - one member of the Snowy Range Academy Board of Directors elected by the chairman of the board
 - Principal

- one parent from the grade level of the resource being considered
2. Name a convener of the reconsideration committee.
 3. Arrange for a reconsideration committee meeting within 10 working days after the complaint is received.
 4. Inform the reconsideration committee of their right to choose to consult district support staff and/or community persons with related professional knowledge.

D. *Resolution*

The reconsideration committee shall review the challenged resource and judge whether it conforms to the principles of selection outlined in the school's Selection of Learning Resources policy by following the procedure as outlined below:

1. Examine the challenged resource;
2. Determine professional acceptance by reading critical reviews of the resource;
3. Weigh values and faults and form opinions based on the material as a whole rather than on passages or sections taken out of context;
4. Discuss the challenged resource in the context of the educational program;
5. Prepare a written report summarizing their findings and make a recommendation to the Board of Directors.

The Snowy Range Academy Board of Directors will consider the committee's recommendation and make the final ruling.

The written report will be discussed with the individual questioner if requested, and retained by the school principal, with copies of the report provided to the Snowy Range Academy Board of Directors.

REQUEST FOR FORMAL RECONSIDERATION OF A LEARNING RESOURCE

Your Name: _____

Address: _____

Phone: _____

(home)

(work)

Title of work in question: _____

Description of work ... include author, producer, publisher, date of publication, type of material (e.g. book, magazine, film)

Name of organization or group you represent, if any:

To what part(s) in the work do you object? (Please be specific. Cite pages, sections, passages, etc.)

What are your specific objections to this work?

What would you like this library/ media center to do about this work?

Have you filed a Request for Reconsideration of Library Media Materials before Yes/No

Have you read or viewed this work in its entirety? Yes/No

Are you aware of judgments of this work by media or literary reviewers? Yes/No

Have you read the School Library Bill of Rights? Yes/No

Are you familiar with present policy regarding book and material selection for this library? Yes/No

Signature: _____ Date: _____

Resources

Albany County School District #1. (2022). *Collection Policy*. Retrieved from ???

American Library Association. (2019). Library Bill of Rights. Retrieved from

<http://www.ala.org/advocacy/intfreedom/librarybill>

American Library Association. (2017). Office for Intellectual Freedom. Banned and Challenged

Books. *Workbook for Selection Policy Writing*. Retrieved from

<http://www.ala.org/bbooks/challengedmaterials/preparation/workbook-selection-policy-writing>

Snowy Range Academy. (2017) Mission. Retrieved from www.snowyrangeacademy.org