

Key Middle School Collection Development Policy

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Key Librarian

_____ Date: _____

This policy is used in conjunction with the Fairfax County Public Schools (FCPS) Regulation 3013, School Library Media Centers Collection Development.

Table of Contents

| | |
|---|-----------|
| Description of School and Its Community | 2 |
| School Philosophy Statements | 3 |
| Library Philosophy Statements | 3 |
| Collection Development Goals | 4 |
| Intellectual Freedom Statement | 5 |
| Selection Statement | 5 |
| Acquisitions Statement | 6 |
| Evaluation Statement | 7 |
| Deselection Statement | 8 |
| Gifts Statement | 8 |
| Cooperative Resources and Networking Statement | 9 |
| Policy and Procedures for Handling Challenges | 10 |

Description of School and Its Community

Key Middle School is located in Springfield, VA within the Lewis pyramid in Fairfax County Public Schools (FCPS). The Key Middle School library is supported by FCPS library services. The district's library services provide goals and objectives for library instruction. They also provide resources and services to the school librarian when needed. Schools in FCPS participate in interlibrary loan through an online public access catalog and have access to an online portal for eBooks and audiobooks known as MackinVIA. The district provides purchasing and processing of materials for the schools within its system. The district provides a variety of databases and other subscription services through the online public access catalog.

The demographics of Key Middle School have a direct impact on the library's collection. Key Middle School's student population serves students in grades 7 and 8. We have just over 700 students, representing a variety of income levels, religious faiths, languages spoken, and cultures. The librarian seeks a plethora of books and materials that will appeal to all students and their reading levels. Approximately 4 in 5 of our students are English Learners and 1 in 6 students receive special education, as of August 2024. Materials need to be below, at, and above grade level to reach the needs of all our students. Additionally, materials should represent the languages students speak at home.

Key Center is part of our school community, and those 45 students receive special education services and range in age from elementary school to 21 years old.

The library's collection must reflect the needs of its users in terms of recreational reading as well as curriculum-based subject matter.

The Key Middle School Collection Development Policy was written by the current librarian, Monisha Blair. The policy was written to ensure fairness and equity in developing the library collection. Previous policies were consulted in order to ensure consistent practice for the middle school students, faculty, staff, and administration.

School Philosophy Statements

Key Middle School's Vision Statement: Key MS is committed to ensuring that our students are prepared for the future they want to write and the world they want to see. In keeping with the legacy of John Lewis, our pyramid namesake, we are dedicated to social justice and equity by dismantling barriers, providing opportunities for all students, and preparing them for success in a global society. Our students will be inquiring, empathic, and knowledgeable young people who strive to create a better world.

Key Middle School's Mission Statement: Key MS is a positive and welcoming institution that prepares our students to be competitive participants in an ever-changing world.

- Our focus on high quality instruction ensures our students have the essential academic knowledge to continue higher educational pursuits
- Our students develop and reflect on 21st century skills to become open-minded, principled, empathic, curious, and courageous young adults
- Our dedication to equity ensures access for all students to high level courses, academic rigor, and pathways to the future of their choosing

We are community-focused and we build and sustain trust with the families and communities we serve.

Library Philosophy Statements

Key Middle School Library Vision Statement: Our vision at Key Middle School Library is to create a community of lifelong learners, readers, and leaders who have the foundation for future success.

Key Middle School Library Mission Statement: The mission of the Key Middle School Library is to equitably foster inquiry in a welcoming learning environment that includes all members of our diverse community, and honors and supports them as independent learners who embody the International Baccalaureate traits of being inquirers, knowledgeable, thinkers, communicators, risk-takers, principled, caring, open-minded, balanced, and reflective.

Collection Development Goals

The library at Key Middle School is the center of the school both physically and philosophically. Its main objective is to implement, enhance, and integrate the Fairfax County Public School curriculum. It is the responsibility of the library staff to provide ready access to the wealth of materials available to students and faculty members.

In order to best serve the Key Middle School community, the library professional staff shall carefully select instructional materials within budget allocations which:

1. Reinforce the philosophy of the Fairfax County School Board and its Superintendent as outlined in Policies, Bylaws and Regulations with particular adherence to Regulation 3013, School Library Media Centers Collection Development, which states, with regards to selection: "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 develop 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 language, and students' extracurricular interests."
2. Support the curriculum of the Key Middle School as described in Fairfax County Public School, Program of Studies for 7th and 8th grades and support the Virginia Standards of Learning.
3. Provide special materials and resources for students with special education needs in accordance with Public Law 94-142.
4. Bolster Key Middle School's School Improvement and Innovation Plan.
5. In cooperation with classroom teachers, provide students with research skills and an exposure to literature that will prepare them for further educational, career, recreational, vocational, and life-long learning.
6. Reflect the suggestions for purchase expressed by the professional librarian, administration, faculty and students of the Key Middle School community.
7. Reflect the personal needs of Key Middle School's students and faculty, taking into consideration diverse interests, abilities, socioeconomic backgrounds, multicultural awareness, reading levels, maturity levels, and extracurricular interests.
8. Endeavor to reflect, in the library collection, the pluralistic society in which we live, free from stereotypes including sexual, racial, religious and bias.
9. Place principle above personal opinion and reason above prejudice in the selection of materials of the highest quality to assure a comprehensive collection relevant to the users of the Key Middle School Library.
10. Reflects the best in information and literature based on the example of the following selection tools:

- a. Booklist
- b. Horn Book
- c. Kirkus Reviews
- d. Publisher's Weekly
- e. School Library Connection
- f. School Library Journal
- g. Voice of Youth Advocates
- h. Young Adult Library Services Association
- i. Fellow librarians

Intellectual Freedom Statement

In order to empower learners, the school's library is committed to intellectual freedom and rights to privacy. Student records of loaned materials from the library will be kept confidential and not stored in the library's catalog system. The librarian(s) will follow student confidentiality laws as required by state and district policy. The school's library recognizes the patron's right to read, seek information, and speak as protected by the First Amendment to the US Constitution. The school library supports the concepts of Intellectual Freedom and Rights to Privacy as documented by the American Library Association and the American Association of School Librarians. Items in the school library's catalog have been purchased by public funds and are for the use of all patrons of the school's library.

Selection Statement

The school librarian will select materials for the library collection that represent the diversity of the Key community, so all members see themselves within the collection. The librarian will review the need for print, nonprint, and electronic materials based on stakeholder interest and needs for supplemental materials for the curriculum. The technical quality, aesthetic quality, and durability of materials will be considered by the librarian. Selection of materials for the library shall be based upon information value as a whole and not in part.

Replacement items may be considered for purchase once need is determined. The librarian will review the catalog to see if the item is checked out on a regular basis. The age, durability, and need of the replacement item will be taken into consideration prior to purchase.

The librarian will only select materials for the library's collection and not for curriculum departments. Key Middle School library stakeholders may suggest titles for the collection. All final decisions will be made by the librarian.

The curriculum, individual learning styles, the needs of the students, and the existing collection are given first consideration in determining the materials to be selected at Key Middle School. The best, most accurate, up-to-date materials that can be afforded will be selected following these guidelines:

- Copyright date – is it current and correct information?

- Curriculum support – does it support the International Baccalaureate program, FCPS Portrait of a Graduate, and Virginia’s Standards of Learning?
- Needs and desires of the school community – is this material something that a member of the community can use?
- Is it relevant to the age of our student population?
- What is the reading level of the material?
- Does it contain gender bias? Is the material reflective of our culturally diverse society?
- Is the material accurate?
- Is the publisher reputable?
- Is the material good quality with references to writing and production?
- Accepted review sources must be used.

The resources to be selected will include a variety of print, nonprint, and electronic materials in a variety of genres. Print materials include but are not limited to: books, comics, magazines, graphic novels, and reference resources. Content-area textbooks and related resources will not be housed in the library collection. Those resources will be purchased by the curriculum departments.

When selecting non-print materials, FCPS Regulation 3007 will be followed. Only electronic media centrally approved within FCPS or approved by the principal will be purchased or placed in the school collection. Nonprint and electronic materials may include but are not limited to: audiobooks/Playaways, CDs, DVDs, eBooks, graphic materials, and web site subscriptions. Databases will be limited to library purchase depending on the county’s subscription and free subscriptions for Virginia residents. Overwhelming proof of database necessity must be proven for consideration of library purchase.

Acquisitions Statement

Once items have been identified and prioritized for purchase, the librarian will acquire them based on the acquisition policies and procedures as outlined in the collection development policy manual. Also, the librarian will follow all acquisition policies and procedures as outlined by the school district.

First and foremost, the librarian will note budget allotments for the current school year. The librarian will prioritize the list of items requested for purchase to be ordered in a quick and efficient manner. The priority will be given to items that could be used for a number of years, needs by content areas for upcoming units, additions to the collection that are of high student/teacher interest, and those items that will be used by a large number of students and staff. The librarian will need to review the library’s online public access catalog (OPAC) to check for current holdings and on-order items (Mackin).

The librarian will purchase items from a county approved jobber/wholesaler list in order to purchase items at a reasonable cost. Utilizing these vendors allows a librarian to purchase

items at reasonable costs from large inventories and have orders filled promptly and accurately. The librarian will select jobbers/vendors based on the needs of the school library. The librarian will inquire about discounts, price changes, percentage of orders filled, and time for it to be filled. At this time, Mackin is the primary vendor for collection purchases. Online and local booksellers may also be used if cost-effective or if there is an urgent need for delivery.

Once materials and vendors are selected, the librarian will follow county procedures for purchasing items through the library's budget. The librarian will review how the budget is spent each year to notice trends and gaps in curriculum and personal request needs. The librarian(s) will follow the school district's ordering process by completing and filing the purchase order or through the Mackin online system. The librarian will work with the school's bookkeeper to determine the ability to order items online or through traditional methods for local funds only. The librarian will follow the school's purchasing procedures.

The library staff will oversee the receiving of materials. The items in the received packages need to be checked against the invoice/packing slip located in the package. The title of the item should match the information on the invoice. The items will need to be checked for damage, missing parts, or incorrect quantities. If there is something wrong with the order, the librarian needs to review the vendor's policy in return and contact the vendor and/or FCPS library acquisitions assistant as needed. Once items have been checked against the invoice, the library staff will stamp the school library name on them, process the barcode into the Destiny catalog, and genre stickers will be placed on novels as needed. Items that are not processed through the district or vendor will be completed by the library staff. The library staff will catalog/classify each item, stamp the school's name on the item, add circulation barcodes, and provide protective packaging for circulation of the item.

Evaluation Statement

The quality of the collection will be rated on the variety, the number, the relevance, and the physical state of the materials. Also, teachers and the librarian will compare the materials to the range of ability levels of all populations within the school. The collection will be evaluated with a range of opinions and expertise in the content areas represented. The basic collection should always be held to a ratio of number of books to number of students.

When practical and feasible, damaged materials will be repaired in-house by the librarian or library assistant. Exceptions to this will be any food or water-damaged materials due to the risk of mold and or bacteria. Repairs will be taken on a case-to-case basis. Whatever can be done to lengthen the life of a book, magazine, etc. will be attempted. Materials which are visibly worn will be replaced as practical.

The library's full collection will be inventoried every three years per FCPS Regulation 3012.4 effective 9/19/19.

Deselection Statement

The purpose of this statement is to describe the weeding and deselection of materials in the school's library. Weeding is a process of removing materials from the collection permanently. The weeding policy for Fairfax County Public Schools is stated in Regulation 3013:

"Weeding, the removal of items from the library collection, is essential to maintaining a relevant, appealing collection. The collection of the library media center 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:

- In poor physical condition.
- Containing obsolete subject matter.
- No longer needed to support the curriculum, student interests, or faculty interests.
- Superseded by more current information.
- Containing inaccurate information.
- Having low circulation statistics."

The weeding and withdrawal process will be continuous according to a long-range plan that provides for complete collection evaluation over a three-year period. Materials will be removed from the library's catalog and boxed up for removal to the county warehouse, following FCPS policy.

Gifts Statement

All gifts or items donated to the library must meet the selection criteria as outlined in the Collection Development Policy. All items/gifts donated to the school library must be items that would be approved by the district's school board. The gift/donation, once received/approved by the librarian, becomes property of the school library and may be added to the collection. The librarian has the right to choose if the gift/donation is added to the collection, given to students/teachers, or discarded. The librarian has the right to accept or refuse any gift/donation given to the library based on the library's selection criteria. The library will not accept gifts/donations that have conditions set forth by the donor or any other person. Gifts/donations will not be a part of a special collection or limited to patrons. The librarian cannot appraise the value of an item for tax purposes. The school's bookkeeper will be contacted for a letter of donation for tax purposes as needed.

Cooperative Resources and Networking Statement

The librarian will seek out cooperative resources and networking to share resources, especially those that can be used online through computer usage. The librarian will share resources with individual students, teachers, and classes. The librarian will teach students and teachers how to access resources from the FCPS databases and Library of Congress. Lessons regarding the use of the Library of Virginia and Find It Virginia can be taught and shared with teachers and students so they can utilize the resources either while at school or remotely from home/other locations. These services are paid for by the taxpayers of Virginia and the school library will make efforts to take advantage of the databases and other resources by the state of Virginia.

The librarian will follow school district guidelines for consortium participation and network sharing. Once free resources for local, state, national, and international resources have been exhausted, the librarian will subscribe to databases and educational bulletin boards as needed by content area teachers and student use. The librarian will also work with local universities, Northern VA Community College and George Mason University, to participate in a consortium of information sharing as needed. The school library staff will work with the Fairfax County Public Library system to enable access to resources by students and teachers. The county library systems can be notified when multiple books and units of study are needed for upcoming lessons.

The school library staff will also participate in the Fairfax County Public Schools Interlibrary Loan program. The school will share bibliographic information and MARC records through the OPAC system (Destiny Catalog). The librarian may choose to not loan books through the Interlibrary Loan system if the books are popular among the school's population or if they are needed for an upcoming unit of study by a teacher in the school. The librarian will communicate with the requesting library his/her intent on loaning the book through the ILL system.

By seeking out local, state, national, and international resources, the library is able to save money for purchases of items that cannot be accessed through these groups. The implications for the school's library program positively impacts student learning and teacher use by providing a plethora of information that may not be accessed without participation in networking and cooperative resources.

Policy and Procedures for Handling Challenges

The purpose of this policy establishes the procedure for reviewing challenges and/or reconsideration of library materials. The school library will follow the policies and procedures as outlined in the Fairfax County Public Schools Regulation 3009.12 which has been most recently updated on 6/9/2023.

A library or instructional material may be challenged by any person who resides in Fairfax County or Fairfax City, is the parent or guardian of a current student in Fairfax County Public Schools (FCPS), is a current student, or is employed by Fairfax County Public Schools.

A person may challenge any book, periodical, or electronic material items that are purchased by the county, school, or received as gifts. According to county regulation, reconsideration of material is limited to one book or material per challenge. Requests for reconsideration of materials must identify a violation of Virginia law, FCPS regulations, or FCPS standards related to educational content. If the challenge does not provide this information, does not fully and adequately describe substantive issues for review, or is otherwise incomplete, and the complainant does not correct the deficiencies within 10 workdays, the principal may dismiss the challenge on a summary basis without completing the remaining steps of the review process.

During a library challenge, the material in question will remain available to students through regular library circulation methods throughout the review process and may not be removed from the library unless the outcome deems it appropriate to do so.

A complainant may only request reconsideration of material if all of their previously filed challenges have been decided. A complainant cannot request reconsideration of a material that has been challenged/ruled on by the School Board in the past 3 years. If the complainant fails to comply with all requirements in the FCPS regulation for challenges, their filed challenge will be dismissed by the principal. If the complainant believes their challenge has been improperly dismissed for procedural reasons, they have the right to appeal to the School Board within 15 workdays of the decision to dismiss.

If a person requests a reconsideration of library materials, the librarian will meet with the person to discuss the reconsideration and explain the process. This meeting will be an informal conference at the school as required in the county regulation. Specific incidents of controversial content shall not automatically disqualify materials from the library collection. Nor shall materials be deemed inappropriate for our age group based on the identity of characters or authors. The librarian will share the FCPS Challenge Procedure chart found in the Appendices section of this manual. If a person decides to move forward to challenge the material in the school's library, the person needs to file the request to restrict, withdraw, or expand access to the material. The librarian will inform the complainant that he/she has to download the Challenge Request form from the FCPS website. Once the complainant completes the form, he/she needs to submit it to the principal. The principal will review the request for reconsideration of the library material and meet with the school's committee to deliberate and decide on the challenge. The principal will

inform the complainant of the committee's decision. If the complainant decides to appeal the decision, he/she is required to file a formal challenge through the school system and will need to review the regulations on the county website. According to the Fairfax County Public Schools' regulation, school staff will not restrict access to library material based on individual request.