



ETHEL POWELL LIBRARY TRINITY EPISCOPAL SCHOOL

Collection Development Policy

The Ethel Powell Library promotes Trinity Episcopal School's mission by encouraging and equipping students to discover their paths through the effective use of information, enriching exploration and lifelong learning.

The library collection includes curriculum materials and resources, as well as personal interest reading materials. The library collection strives to meet the needs of all its users by maintaining a diverse collection representing various points of view on current and historical issues and areas of interest to the school community.

Materials are considered for purchase based on recommendations from faculty, staff, and other members of the school community; reviews in reputable media, e.g., *School Library Journal*, *Booklist*, *Library Journal*; material previews from vendors and publishers; and the subject knowledge and expertise of the librarian. Selection of materials and resources is based on an evaluation of the existing collection, curriculum requirements, and the diverse needs of students, faculty, and staff.

GIFTS AND DONATIONS

Gift materials are accepted at the discretion of the library staff and judged by the selection criteria in this policy. Gift items that are not added to the collection will be donated to the Trinity Parent Association for the annual book sale and/or a local school or charity.

COLLECTION DEVELOPMENT AND WEEDING

Selection is an ongoing process of continuous review, evaluation and weeding. It includes the removal of resources ("weeding") and materials no longer appropriate and the replacement of lost/worn materials of educational value. Disposition of discarded items is under the direction of the librarian. Items are weeded using one or more of the following criteria:

- Misleading, outdated and/or inaccurate
- Worn or damaged beyond repair
- Superseded by newer edition
- Lacking in discernible literary or scientific merit
- Irrelevant to needs/interests of school community

No materials are excluded or removed from the library on the basis of the author's race; nationality; or political, social, or religious beliefs. Materials dealing with controversial views are judged as entire works, not as isolated passages.

SELECTION CRITERIA

Selection criteria for materials and resources are based on three main areas of concern: the intellectual content of the material; the philosophy and goals of Trinity Episcopal School; and the needs of users. In selecting materials and resources, the following specific criteria are used as they apply:

- accuracy and impartiality
- appropriateness
- availability of the subject in the library
- awards
- cost
- currency of the information
- curriculum support
- format
- inclusion in standard bibliographies or indexes
- permanent value as a standard work
- physical durability, attractiveness, and technical merit
- popular interest or demand
- quality of organization, illustrations, and style
- readability
- relevance
- reputation of the author, illustrator, publisher or producer
- scope
- social significance
- uniqueness or special features

CHALLENGED MATERIALS/REQUEST FOR RECONSIDERATION

A request for reconsideration of library materials must be made in writing and must include the author, title, publisher, and page number of each item to which an objection is being made. The review committee will re-evaluate the challenged material(s) and make appropriate recommendations. The item(s) in question will remain in circulation during the review process.

Upon completion of the committee's review, a final written decision shall be sent in response to the request. A copy of the request and the committee's decision shall be retained in the library.

The Ethel Powell Library is committed to [Intellectual Freedom](#) and we support the American Library Association's [Library Bill of Rights](#).

REVIEW AND REVISION

The Ethel Powell Library Collection Development Policy shall be reviewed annually and revised as needed. *Last reviewed and revised May 15, 2018.*

Adapted from multiple school policies found at <http://www.sldirectory.com/libsf/resf/coldev2.html>.