

Hamilton County Junior/Senior High School Library

1 Fox Lane
McLeansboro, IL 62859
618-643-2328, Ext. 5330

Monday-Friday
8:00 am – 3:30 pm

COLLECTION DEVELOPMENT POLICY

Philosophy

- The mission of the Hamilton County Junior/Senior High School Library is to provide a collection of materials to implement, enrich, and support the curriculum of Hamilton County Unit #10 and to meet the individual educational, emotional, and recreational needs of students, faculty, and staff.

Selection

Responsibility

- The Hamilton County Junior/Senior High School Librarian assumes responsibility for the selection of materials. Materials shall be chosen by the librarian alone and in cooperation with faculty, staff, and students.

Criteria for Selection

- Materials selected for inclusion in the collection of the Hamilton County Junior/Senior High School Library shall satisfy the following:
 1. Materials shall be chosen to enrich and support the curriculum and the educational, emotional, and recreational needs of the users.
 2. Materials shall meet high standards of quality in:
 - physical format
 - treatment of subject
 - accuracy and currency of information
 - arrangement and organization
 - literary style
- Materials shall be appropriate for the subject area and for the age, emotional development, ability level, learning styles, and social development of Hamilton County Junior/Senior High School students.
- Materials shall represent differing viewpoints of controversial issues, so that users may be motivated to engage in critical analysis of such issues, to explore their own beliefs, attitudes, and behavior, and to make intelligent judgments in their everyday lives.

- For further information on library selection policies in general, please see the following ALA documents:
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 - [Diversity in Collection Development](#)

Selection Tools

- The following professional resources are available to assist the Hamilton County Junior/Senior High School librarian in the selection process; however, selection is not limited to the use of these tools.

Reviewing Media:

Booklist

School Library Journal

Voice of Youth Advocates

MultiCultural Review

Bibliographies:

- *Best Books for Young Adults*. 3rd ed. Koelling, Holly, ed. Chicago: ALA, 2009.
- Gillespie, John T. & Barr, Catherine. *Best Books for High School Readers*. Westport, CN: Libraries Unlimited, 2004.
- *More Outstanding Books for the College Bound*. Young Adult Library Services Association, ed. Chicago: ALA, 2009.
- New York Public Library. *Books for the Teen Age*. New York: NYPL (Published annually).
- Rochman, Hazel. *Against Borders: Promoting Books for a Multicultural World*. Chicago: ALA, 1993.
- Yaakov, Juliette. *Senior High School Library Catalog*. New York: H. W. Wilson Co., 2002.

Professional Collection

- In order to serve the needs of Hamilton County Junior/Senior High School faculty and staff, Hamilton County Junior/Senior High School Library maintains a small professional collection of materials relating to the fields of education.
- The librarian selects titles appropriate for a core journal collection of interest and use to educators and administrators, especially those at Hamilton County Junior/Senior High School. In addition, key monographs in a few subject areas are acquired through selection or as gifts. These materials shall be subject to the selection criteria described above.
- Faculty and staff at Hamilton County Junior/Senior High School are invited to participate in the library's current contents service. Through this service, the library periodically provides table-of-contents' of journals that would be of interest to individual faculty or staff members, thus allowing educators to stay abreast of current developments in their fields.

College and Career Collection

- The Library offers a core reference collection through EBSCO databases, especially consisting of *Peterson's Guide to Four-Year Colleges*, and *Occupational Outlook Handbook*. The school's Student Services Office provides an additional collection of college and career guides, including standardized test preparation materials.

Electronic Information Policy

- In keeping with our roles as a source of information, the library provides Internet access to information beyond the confines of our collection. The Internet affords us the opportunity to have immediate access to timely and comprehensive information as well as a wide variety of primary sources through EBSCO databases. Providing connections to global information services and networks outside the library is different from selecting and purchasing materials for the library collection. The Internet changes rapidly, frequently, and unpredictably.
- As the vast amount of information on the Internet is generated outside the library, the library cannot be responsible for accuracy, authenticity, currency, availability, or completeness of information. We cannot insure that Internet communications are secure or private.
- Through our required Computer Literacy curriculum, we provide students with guidelines for evaluating web sites and search strategies for finding the most appropriate information from the web. In addition, as students visit our library for research orientation at the beginning of each school year, we informally train them in how to use the Internet in a responsible and discriminating manner.
- We also provide guidance to web resources provided through our subscription to EBSCO databases (research), NOVELIST, and iPac—other resources available on the library home page.
- In the Hamilton County Junior/Senior High School Library setting, the Internet is a resource which provides timely access to students' *information* needs. Unfortunately, limited

(Incomplete: Still need research in order to complete.)

Gifts

Hamilton County Junior/Senior High School Library welcomes gift materials. These materials shall be subject to the same criteria as those obtained through the regular selection process. Materials not chosen for inclusion in the Hamilton County Junior/Senior High School Library's collection shall be made available to other departments or included in the Hamilton County Junior/Senior High School Library annual book sale.

Weeding

Purpose

The Hamilton County Junior/Senior High School Library recognizes the importance of maintaining a collection of current, appropriate, and useful materials. Therefore, a periodic evaluation of the collection will be performed in order to remove or replace materials which are no longer useful. The following guidelines have been developed to aid in the weeding process; however, the final decision concerning the removal or replacement of materials rests with the Hamilton County Junior/Senior High School librarian.

Guidelines

- Weeding by Appearance
 - Worn-out volumes: dirty, brittle, yellow pages; missing pages; tattered covers; etc.
 - Badly bound volumes: soft, pulpy paper and/or shoddy binding
 - Badly printed works
 - Books of antiquated appearance which might discourage use
 - Audio-visual materials with missing or broken pieces
- Weeding of Superfluous or Duplicate Volumes
 - Unneeded duplicate titles
 - Older editions
 - Highly specialized books (when library holds more general or up-to-date volumes on the same subject)
 - Books on subjects of little interest to the local community
 - Books which no longer relate to the curriculum (if specialized)
- Weeding Based on Poor Content
 - Information is dated
 - Information is inaccurate
 - Stereotypes are present
 - Book is poorly written
- Weeding According to Use
 - Nonfiction: Book has not been checked out within last 10 years
 - Fiction: Book has not been checked out within last 5 years (classics excluded)
- Categories of Books which may be quickly outdated
 - 000s: computer
 - 100s: psychology (especially popular literature)
 - 300s: college & career materials
 - 400s: grammars with dated examples and/or illustrations
 - 500s: astronomy, chemistry, physics, biology
 - 600s: electronics, engineering, health, technology
 - 900s: popular biographies
 - Mistakes in selection/acquisition
- Categories of Books which are not quickly outdated
 - dictionaries
 - biographical sources
 - literary criticism
 - classics of literature
 - foreign language literature
 - art books
 - local history/geography

- books providing general principles of a subject or discipline

Reconsideration of Materials

Statement of Policy

- The Hamilton County Junior/Senior High School Library subscribes in principle to the philosophy expressed in the American Library Association's Library Bill of Rights and its supporting documents, and the American Association of School Librarians' School Library Bill of Rights for School Library Media Programs. Copies of these documents are appended to and made a part of this policy.
- The Hamilton County Junior/Senior High School Library also recognizes that occasionally materials selected may be challenged or questioned, despite the care taken in selecting them. A procedure for processing and responding to criticism of approved material has been established and shall be followed. This procedure shall include a formal signed complaint of standard format and an appointed committee to reevaluate the material in question.

Procedure for handling Challenged or Questioned Books and Materials

- Upon receiving a complaint, the Hamilton County Junior/Senior High School Librarian shall hold a conference with the patron making the complaint. The Principal of Hamilton County Junior/Senior High School shall be notified and may be present at the conference.
- If the problem cannot be resolved in the conference, the patron will be given a "Citizen's Request for Reconsideration of Library Materials" form.
- The patron will return the completed form to the Librarian, who will forward a copy to the Principal of Hamilton County Junior/Senior High School and the Superintendent of Hamilton County Unit #10.
- The Unit District Librarian and the Principal of the Hamilton County Junior/Senior High School will appoint a committee to review the complaint. This committee shall be composed of the Hamilton County Junior/Senior High School Librarian, the Principal of the Hamilton County Junior/Senior High School, two teachers at Hamilton County Junior/Senior High School (one from the discipline and/or grade representing the subject matter of the material and one from a different discipline and/or grade), and one other member of the Hamilton County Junior/Senior High School community.
- This committee will review the complaint and make a written report and recommendation to the Principal of the Hamilton County Junior/Senior High School.
- Final disposition authority to keep or remove a book or other material rests with the Principal of the Hamilton County Junior/Senior High School and the Unit District Librarian.
- A letter explaining the decision shall be sent to the complainant.

For further information on the American Library Association's policy on challenged materials, please see:

Supporting Documents

- American Library Association's (ALA) Library Bill of Rights
- Appendix A: Citizen's Request for Reconsideration of Library Materials

Last Modified: May 21, 2010

Send comments and requests for further information to:

Kenneth R. Kirkpatrick, Unit District Librarian