

ADOPT A NEW COLLECTION DEVELOPMENT POLICY FOR SCHOOL LIBRARIES

THE CHIEF EXECUTIVE OFFICER RECOMMENDS:

That the Chicago Board of Education adopt a new Collection Development Policy for School Libraries.

PURPOSE: The purpose of this policy is to adopt criteria for the selection, removal and replacement of library materials in the central school libraries of Chicago Public Schools. The policy is guided by principles set forth in: (1) the American Library Association's Library Bill of Rights and its interpretation for school libraries, and (2) the Illinois School Library Media Association's *Linking for Learning: The Illinois School Library Media Program Guidelines* (2nd edition, 2005).

POLICY TEXT:

Library collection development is the ongoing process of identifying strengths and weaknesses of the school library collection in terms of student needs. The Chicago Public Schools (CPS) shall provide a

broad range of educational, informational, and recreational reading resources through its school libraries in order to support the school curriculum and create students who are effective users of ideas and information, competent and enthusiastic readers, independent learners, and positive contributors to the school community and to society. Quality materials should be available in a variety of formats and reading levels, offer a well-balanced coverage of subjects, and support the diverse interests, needs and viewpoints of the school community.

A. Criteria for Selection

The school's professional library staff has primary responsibility for selecting library materials in

- d) Degree of potential user appeal;
- e) Contribution to the variety in viewpoints offered on controversial issues;
- f) Accuracy and currency of information;
- g) Arrangement and organization of the material (for example, indices, glossaries, tables of contents, chapter headings, etc.);
- h) Artistic quality, literary style or production values;
- i) Readability levels;
- j) Quality and variety of format;
- k) Need for duplicate copies of extensively used materials;
- l) Need to replace essential/required worn, damaged, or missing materials; and
- m) Value commensurate with cost and/or need.

B. Selection Tools

The following are resources that may be used to assist in the selection process:

1. Reviews in professional, reputable sources such as *Booklist*, *School Library Journal*, *Kirkus*

- a) Donated materials should be new or barely used (in good to excellent condition with no writing or other defacing), complete, clean, durable, and attractive;
- b) Reference materials, including atlases, encyclopedias, subject specific multi-volume sets, and other non-fiction resources should be no more than five years old; science, medical, computer, and other resources in areas in which information quickly becomes outdated should be no more than three years old. Book sets should be complete;
- c) Fiction books should be no more than eight years old with the exception of books by well-

- d) All materials should have a reading level and an interest level of Pre-K through 12th grade;
- e) Non-fiction books should not reflect outdated stereotypes of racial or cultural groups in either the text or the illustrations and should avoid oversimplification of complex issues and other distortions that would give readers erroneous or misleading information; and
- f) Materials that generally are not appropriate for library use, such as textbooks, consumable instructional materials such as workbooks, standardized tests, most periodicals, pamphlets, and catalogs will not be accepted.

2. Procedures

- a) The Chief Financial Officer should be notified of all gifts and donations in accordance with the

6. The complainant may challenge the committee's decision by making a written appeal to the

provide the Area Instruction Officer (AIO) of the involved school a copy of the Complaint, the