

**LIBRARY COLLECTION
DEVELOPMENT POLICY
THE CONVENT OF THE SACRED
HEART**

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LIBRARY COLLECTION DEVELOPMENT POLICY THE CONVENT OF THE SACRED HEART

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PURPOSE

This document is intended for the guidance of librarians in developing and maintaining the collections of the libraries of the Convent of the Sacred Heart and to inform all school constituencies of the library program's mission, audience, the scope of our collections and the criteria that determine their contents, formats and retention.

MISSION

The mission of the Library Program, guided by the *Goals and Criteria for Sacred Heart Schools in the United States*, is:

- to support the curriculum needs of all students in the Pre-Kindergarten through 12th grade
- to integrate the effective use of library and information resources in curriculum
- to provide an environment conducive to learning, study and research
- to foster a life-long appreciation of literature and reading for pleasure
- to help students navigate the ever-growing world of electronic information
- to develop critical thinking in their choice and use of information resources in all formats
- to support the faculty's development of curricula and teaching strategies.

LIBRARY AUDIENCES

The primary focus of the library collection is to serve the needs of current students and faculty, K-12. The library collection is also available to administrators and staff members at 91st Street.

RESPONSIBILITY FOR SELECTION OF LIBRARY MATERIALS

Divisional librarians are responsible for library collection development for their respective divisions. As the professionals charged with the selection, organization, delivery and maintenance of the libraries' collections, the librarians reserve the final say

concerning additions and withdrawals from the libraries, under the supervision of the Head Librarian and subject to the final authority of the Division Heads and the Head of School.

Librarians keep abreast of current curriculum, the needs of students for research materials, leisure and enrichment reading, and the needs of faculty for materials that support curriculum. In order to fully accomplish these goals, librarians need to have knowledge of all curricula and participate in curriculum development across grades, divisions and subjects.

Librarians seek to include materials that help students grapple with complex issues of social justice in a respectful atmosphere in accordance with Sacred Heart Goal Three and Sacred Heart Goal Five.

Librarians also keep up with developments in the audiovisual and online information environments in order to provide the latest and most relevant non-print materials.

CATEGORIES OF COLLECTIONS

- Curriculum and research support materials for students
- General reference materials appropriate for school libraries
- Leisure and enrichment reading for students
- Online subscription collections
- AV materials
- Selected professional development materials
- In-house publications, specifically: yearbooks, sample copies of student publications
- Special collections, including the Sacred Heart Collection

CATEGORIES NOT IN OUR SCOPE

- Archival materials
- Adult materials that are not relevant for student or professional use
- Comprehensive collections of professional materials

COLLECTION FORMATS

- Books
- Periodicals
- Newspapers
- DVDs
- Maps and Atlases
- Kits (CD/book, learning games)
- Online subscription resources
- Audiobooks
- Ebooks

- Streaming video
- Upper School Textbooks

FORMATS NOT IN OUR SCOPE

- Microforms
- Laser discs
- “Big” books
- Slides
- Vertical file materials, such as Pamphlets, Pictures, and Clippings
- Large print books
- Music CDs

SPECIAL NEEDS

Students who reside in any of the five boroughs and who cannot read regular print materials because of a visual, physical or specific learning disability may be eligible to use Talking Book or Braille materials from the Andrew Heiskell Library for the Blind and Physically Handicapped, 40 W. 20th Street, New York, NY 10011. Tel: 212-206-5400 (24 hrs). TD 212-206-5000. Similar services for students residing outside New York City are available from other libraries serving their area. More details are available from the director of library and media services.

GENERAL CRITERIA FOR SELECTION

- Relevance to curriculum
- Authority, reliability of authorship
- Currency
- Accuracy
- Literary merit
- Organization
- Ease of use
- Quality of format
- Quality of illustrations
- Balance and diversity of viewpoints
- Appeal to diverse audiences
- Age-appropriateness
- Appropriateness of reading level
- Recommendation by professional source(s)
- Physical condition of material
- Space
- Cost
- Likelihood of use by intended audience

SELECTION CRITERIA BY CATEGORY

Curriculum and Research Support

The primary purpose of the library program is to support the curriculum needs of students in Grades Pre-K-12. Collections strive to be relevant, up-to-date in content and point of view, accurate, authoritative, appealing to diverse audiences, representative of diverse viewpoints, designed for clarity of use, age-appropriate, and likely to be used by the intended audience.

General Reference

The reference collections of the library should serve students and adults in their search for curriculum-related and general information. The libraries should have age-appropriate, standard reference works in print and online formats covering all subject areas.

Leisure and Enrichment Reading

An equally important purpose of the library program is to foster a love of literature and reading for pleasure. Librarians develop collections based on their own knowledge of books and reading to encourage students to read for personal pleasure and interest.

The libraries' collections contain, insofar as they are available, a copy of each title on the school's recommended reading lists. Librarians' summer reading lists are updated annually with new titles.

Electronic Collections

The same criteria apply for selecting electronic materials as for traditional formats. In addition, librarians evaluate the appropriateness of electronic materials based on the criteria stated in **Appendix B**.

AV Materials

The library collections include educational DVDs, audiobooks, video cameras, and speakers, which meet our general selection criteria.

Other equipment must be requested from the Technology Department in accordance with their policies.

Professional Development

Librarians serve as research consultants to other faculty and instruct them in the use of library and information resources. The Sacred Heart subscription databases provide a vast amount of periodical material for professional development.

SPECIAL COLLECTIONS

Birthday Books

The Birthday Book Program for Grades PreK-4 offers an opportunity for parents and other adults to donate titles, pre-selected by the Lower School librarian, to be placed in the Lower/Middle School Library in honor of their daughter's birthday. These books bear a special Birthday Book bookplate. The honoree's name, grade, and birthday month and year are entered in the library catalog. Birthday books are inter-shelved with the main collection and may be withdrawn under the same weeding criteria as other materials.

JEN

This collection of leisure reading materials for Upper School students is purchased with the interest from an endowment given by an alumna in honor of her daughter. The gift is unrestricted, so the interest available carries over from year to year. Titles are selected under the same criteria used to select other leisure reading books. Each book bears a special "Jen" bookplate. Jen titles are inter-shelved with the main collection and may be withdrawn under the same weeding criteria as other materials.

In-House Publications

The libraries retain copies of the following in-house publications:

- Yearbooks, as far back as they are available—present
- Student periodical publications - kept five years
- *A Look Beyond*, CSH Upper School Math students' Honors papers, compiled, 1999-2008
- Interdisciplinary Research Seminar Honors papers, CSH 11th grade Religion papers, compiled, 1996-2002

REVIEW SOURCES

Librarians base their selections for materials they have not personally read and recommended on favorable reviews from at least one of the following sources:

- *Booklist and BookLinks*
- *Bulletin of the Center for Children's Book*

- *Horn Book Magazine*
- *Kirkus*
- *The New York Times Book Review*
- *Publishers Weekly*
- *School Library Journal*
- *VOYA*
- Online professional reviews
- Professional library association resources
- Professional educational association resources

Librarians may use their professional judgment in selecting titles from bibliographies prepared by professional library publishers, and from reliable monographs, collections and reference works.

Librarians may also purchase library materials upon faculty or student request. Librarians reserve the right to decline to purchase or accept materials suggested by students or faculty if they do not meet our selection criteria or if, in the judgment of the librarians, space or monetary constraints prohibit their inclusion in the collections.

GIFTS

Gifts of print and non-print materials, supplies, equipment, and other items may be accepted at the discretion of the divisional librarians, subject to the approval of the Library Department Head.

Monetary gifts are welcomed, and should be donated through the Development Office. Collections, equipment and other items for which a gift is designated will be selected by the appropriate librarian, subject to the approval of the Library Department Head. AV and technological equipment will be purchased in consultation with the Technology Director.

Due to space constraints and the need to locate materials, furnishings and equipment in the areas of the libraries that the librarians deem appropriate, it is not possible to set aside special sections of the libraries' facilities for individual donations or collections of gift books, furnishings, equipment or other objects. Bookplates or other identifying materials recognizing the donor may be applied, subject to the approval of the divisional librarians. Any concerns about designating gifts in this way should be referred to the Library Department Head.

Personal thank you letters for gifts valued at less than \$250 may be sent at the discretion of divisional librarians. The Library Department Head may send thank you letters for substantial gifts on letterhead with the approval of the Head of School. The Development Office will send acknowledgements and tax receipts for gifts over \$250 in

accordance with school policy.

Donors who ask will be apprised that gifts are retained for as long as they are relevant to our collection development policy and the purposes of the library program. The Library reserves the right to dispose of gift materials in accordance with its withdrawal policies, its needs and the needs of the School.

WITHDRAWING LIBRARY MATERIALS

Materials which no longer meet the stated mission of the library program and our collection development criteria will be systematically withdrawn on a continual basis according to professional practices. The disposition and replacement of withdrawn library materials will be at the discretion of the divisional librarians, subject to the approval of the Library Department Head and to the provisions of all relevant policies of the Convent of the Sacred Heart. Withdrawn materials will either be donated or discarded. Librarians also observe the withdrawal policies of the New York City Board of Education for materials loaned to Sacred Heart under ESEA Title V, New York State Library (NYSLIB) and other Board of Education grants.

CHALLENGES TO LIBRARY MATERIALS

The Goals and Criteria, our “Mission Statement” and this collection development policy are the foundational documents for the selection and retention of library materials at Convent of the Sacred Heart. Librarians are also guided by the American Library Association’s (ALA) “Library Bill of Rights” (**Appendix C**) insofar as it conforms to the other criteria above.

Any inquiries concerning library materials should be directed to the appropriate Divisional Librarian. The librarian will contact the inquirer to determine the problem and discuss the circumstances. If the inquirer is satisfied, the matter is dropped. If not, a more formal procedure is followed. No materials will be withdrawn from library collections while the reconsideration process is underway. Every attempt will be made to complete the process within three months.

1. The inquirer is asked to fill out a form, “Request for Reconsideration of Library Materials,” which is available in the Sacred Heart libraries. (**Appendix A**)
2. The form is returned to the appropriate Divisional Librarian. The Divisional Librarian gives a copy to the Library Department Head.
3. The Library Department Head discusses the matter with the Head of the Division and the Divisional Librarian.
4. The Library Department Head discusses the matter with the Head of School.
5. The Head of School appoints a committee consisting of relevant school personnel to evaluate the questioned material. The committee should include the Head of the Division involved, the Library Department Head, the Divisional Librarian, the Divisional Curriculum/Academic Coordinator, and the appropriate Department Head, grade or subject teacher whose expertise the Head of School or Division Head deems appropriate.
6. The committee will read, view or listen to the material and reevaluate it in accordance with the library’s written collection development policy.
7. A written report on the committee’s recommendations is prepared as soon as possible.
8. The written report is given to the Head of School for a final decision. At the discretion of the Head of School, the committee’s decision, including a copy of their report, is sent to the inquirer.

APPENDIX A: REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

TITLE _____ BOOK _____ PERIODICAL _____ DVD _____

Author _____ Publisher _____ Date of pub. _____

Requested by _____

School Affiliation (ex: parent of...) _____

Address: _____ Telephone _____

1. What do you object to in this material? (Please be specific. Cite pages, specific instance(s), etc.) _____

2. Did you read, watch or listen to the entire material? _____ If not, which parts did you read, view or hear? _____

3. What do you believe is the theme of this material? _____

4. Do you know if the material is used as part of the curriculum, and at which level? _____

5. What do you think would be the effect on the student who uses this material? _____

6. In your opinion is there anything of value in this material? (Please consider extra-curricular value toward cultivating self-esteem, providing health information, and other student services) _____

7. Do you feel this material would be appropriate for another age level? _____

8. Could you suggest any substitute materials? _____

9. Additional comments (Use other side if necessary) _____

Signature _____ Date _____

APPENDIX B: SELECTION CRITERIA FOR ELECTRONIC RESOURCES

The following questions will be considered in the decision to obtain access to electronic resources:

1. Will this product support and enhance the curriculum or faculty's professional needs?
2. Is the product easy to access from the library's Website and Google Site pages?
3. Does the product permit unlimited use?
4. If use is not unlimited, does the product allow for sufficient numbers of simultaneous users?
5. Does the product permit remote use?
6. Is the product easy to navigate by the intended users?
7. Is the search engine adequate?
8. Are help screens easy to access?
9. Are help screens clear and easy to follow?
10. Are the search results easy to understand?
11. Can you print, download, save or e-mail the results?
12. Is the data current, accurate and authoritative?
13. Is the content in-depth and comprehensive?
14. Is the content age appropriate?
15. Are illustrations of good quality and meaningful?
16. Does the sponsoring body endorse the links to other sites?
17. Is the price reasonable?
18. Is the content unique?
19. If the content is not unique, does it enhance or complement other resources of similar content?

APPENDIX C

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948.

Amended February 2, 1961, and January 23, 1980,

inclusion of "age" reaffirmed January 23, 1996, by the ALA Council.