RELATED POLICY/PROCEDURE: Library Weeding Policy; Library Stock-take Policy; Library Request for reconsideration of resources

Rationale

Library Services exist to provide resources to support the curriculum and recreational needs of the students and staff of the school community and to assist in the development of information literacy of its clients. The purpose of this policy is to articulate the procedures followed and criteria applied in the selection of materials to be included in the Library collection.

Policy Statement

The aim is to provide a balanced collection which:
♦ supports the school’s priority areas as outlined in our School Planning Overview and School Annual Operational Plan
♦ reflects the local community, Queensland and Australian heritage as well as information of a global nature
♦ supports the Departmental social justice policy and equity statements, guidelines and programs
♦ supports curriculum needs
♦ contains selections from the Children’s Book Council’s short lists and other Children’s Literature awards
♦ reflects the recreational needs of the students
♦ includes a wide range of formats, e.g. books, e-books, videos, CD-ROMs, audio tapes, computer programs, internet access, magazines

Audience
Staff and community

Authorship
Teacher Librarian

Date for review
Three to five years after ratification
Procedures
The following five (5) selection criteria will apply to collection development:

1. The resource is appropriate to the target audience.

   In order to judge the degree to which the resource is appropriate, the following are considered:

   - General analysis:
     - style
     - pace
     - point of view
     - illustrations
     - relevance
     - authority and reputation of authors, producers or publishers
   - Use of language in terms of:
     - school community guidelines
     - the level of student
     - value-laden terms
     - clarity of presentation
   - Structures in text:
     - Whether structures are narrative or expository
     - Whether the structures help or hinder the reader
     - Whether the structures are appropriate for the subject matter
   - Issues (especially if controversial) in terms of:
     - Departmental policies especially in the areas of social justice and equity
     - the treatment/approach
     - the potential to offend
     - discriminatory remarks

2. Information is accurate, current and relevant

3. Curriculum match and relevancy, where the following are considered:
   - the degree to which the curriculum is matched
   - the breadth of application and appeal
   - the estimated length of time the content will be relevant
   - resources already existing within the school
4. **Student outcomes are considered in terms of:**

Learner details, that is whether:
- the resource improves student knowledge and skills
- the learner requires prior knowledge
- the package encourages the learner to:
  - think
  - question
  - research
  - solve problems
  - interact with others (and to what extent)

Teacher details, that is whether:
- the package enhances the teaching and learning process
- the level of preparation required to use the package effectively
- the teaching/learning styles addressed
- the usefulness for single/groups of students
- inter-activity, if applicable, adds value to the product/program.

Technical details, whether:
- adequate help is available on screen and in the manual;
- the program is easy to learn and reliable to use;
- the screen display is of an acceptable quality;
- links between screens are logical;
- inter-activity (where applicable) adds value to the medium.

5. **Cost, value and suitability for library use**
Reputable journals and selection aids will be consulted to identify potential additions to the collection, such as:
- reviewing journals
- recommendations from colleagues and listservs
- booksellers
- The Source, whilst subscription is paid by EQ, at [http://www.magpies.net.au/magpies/public/?Mival=m_member](http://www.magpies.net.au/magpies/public/?Mival=m_member)
All staff members and parents will have the opportunity to select resources and students’ suggestions will be carefully considered for addition to the collection.

Donated resources will be accepted or declined on the criteria above, combined with a consideration of their physical condition and possible related costs of repairs.

Collection evaluation and weeding will occur on an on-going basis, however a concerted effort in this area will precede the stock-take procedure for each area of the collection. Please see the Weeding Policy for relevant detail.

Controversial resources will be carefully reviewed with possible assistance from other staff members and parents. Library Services will not abridge or alter texts for Copyright reasons. Library Services adheres to Education Queensland’s social justice policy and equity statements, and to the Australian Library and Information Association’s ‘Statement on free access to information’ http://www.alia.org.au/policies/free.access.html, and controversial materials will be assessed in accordance with these policies.

Internet sites will be carefully selected for their appropriateness. Students will be asked to sign an Acceptable Use Agreement before using this resource. In the case of challenged materials a committee consisting of the Principal (or appointed proxy), Teacher Librarian and person objecting to the resource, will be convened once the appropriate ‘Library Request for reconsideration of resources’ form has been completed.