

Library and Collection Development Policy

Purpose

St. Catherine school library seeks to amass and make available a collection of fiction and nonfiction *print* materials to support and enrich the curriculum of the school, as well as engage students in extracurricular reading. Textbooks and other instructional print materials used inside classrooms are outside the collection development realm of this library.

Library Philosophy

The role of the librarian is to help direct students to reading and age appropriate books to the best of his/her ability. It is the parents' role to review the books their child(ren) have checked out from the library. Parents determine what is appropriate for their child.

All sections of the library are made available to students to explore a wide variety of interests, with the exception of the "teen" fiction area of the library. "Teen" fiction, with more mature content, is made exclusively available to 6th-8th grade students. These books are marked with a "teen" sticker and shelved separately from the rest of the fiction collection. Independent reviews from credible third party sources are used to help determine which books are categorized as "teen." At their request, the librarian will provide recommendations to students and parents seeking assistance finding books that are a good fit for the student-reader.

Background

Students in grades K-5 visit the library once a week with their class. During this time they are allowed to check out the number of books that corresponds to their grade level (K = 1, 1st = 1, 2nd = 2, 3rd = 3, 4th = 4, 5th = 5) up to 5 books. Books are checked out for two weeks at a time, while magazines check out for 1. Once a student has checked out the maximum number of books, no additional books can be checked out until the others have been returned.

Responsibility

The librarian will maintain a current and usable library collection by regularly removing materials that are out-of-date, damaged, too worn to be of further use, or otherwise determined to be inappropriate to the collection according to criteria for selection. The librarian is responsible for maintaining the entire book collection of the library (teacher's are responsible for their own classroom libraries). This includes, but is not limited to: regularly purchasing new books for the library, repairing, cataloging, covering, shelving, and removing books from circulation (weeding). The librarian may use parent volunteers, parishioner volunteers, or instructional aides as needed in the library in service of this goal.

It is the responsibility of the student and parents to take care of any books checked out to the student. Parents will be charged replacement fees for any damaged or lost material during the year. This fee will be waived if a copy of the lost/damaged book is purchased and given to the librarian within a month of the issue first being addressed. Students will not be charged late fees based on due date, but are highly encouraged to return books on time to ensure they are available for other students. Report cards will be held if books are not returned or fees are not paid by the end of the school year.

Criteria

In determining new materials to purchase, the needs of the school, based on knowledge of the curriculum and of the existing collection are given first consideration. Requests from faculty and students are also given consideration. Materials are considered on the following basis:

- consistency with school's mission
- overall purpose
- importance of subject material
- readability and appeal
- reputation and significance of the author/artist/producer/awards, etc.
- format and price

Sources

In selecting materials for purchase, the librarian consults:

- reputable, unbiased, professionally prepared selection aids, such as, Booklist, School Library Journal, Multicultural Review
- specialists in all areas of instruction, both in the school St. Catherine and in the larger community

Donations

The library welcomes all book donations, but donations are subject to the same selection policy as any purchased book, as such, donated books may not be used.

Withdrawing

The librarian will remove books from the shelves throughout the year. The main criteria for book removal is three fold: circulation statistics, condition, and physical space. Decisions about books will be made on a case by case basis.

When weeding due to condition, the librarian will assess the damage of the book to determine whether to repair the book or discard it. When attempting a weeding project due to lack of space, several other factors are considered during the decision making process: the publication date, total number of checkouts, recent checkouts, number of copies in the library, year received (if known), condition of the book, known use in classrooms, and any awards it may have won. All nonfiction books published more than

28 years ago (1990 at current writing) are automatically up for consideration to be weeded.

Where do the books go?

Books the library no longer needs (whether they be donations or removed from the collection) are kept for the duration of the current academic year to serve as prizes for students playing games in the library. Once a year, in late spring, the librarian will allow teachers to take or students to buy any unclaimed prize books. Those remaining at this time will either be donated to Goodwill, the Seattle Public Library friends of the library book sale, or sold to Half Priced Books

Library Materials Objection Process:

Occasionally objections to an item in the library might arise despite the care taken to select valuable materials for student and teacher use.

If an objection is arises:

- The concerned person must fill out a “Request for Reconsideration of Library Materials” form and submit it to the principal.
 - The form can be found on the school website on the library’s page
- The material will temporarily be withdrawn from the collection pending a decision.
- A designated group will then:
 - Read and examine the materials
 - Check general acceptance of the materials by reading reviews
 - Weigh the merits and faults of the material as a whole and not on passages taken out of context
 - Meet to discuss the material and to prepare a report on it containing the decision
 - File a copy in the library for future reference

While the review committee’s recommendation will be strongly considered, the final decision will lay with the principal and pastor. The objector will be notified of the outcome as soon as a decision regarding the materials has been made.

Library Collection Policy Verification/Signature

Please take time to thoroughly read this new policy, then sign the acknowledgement below. Both the student(s) and the parent must sign this verification form.

Print Student Name(s) _____

Student grade level(s) _____

Parent Signature _____

Date _____

Student Signature _____

Date _____

Student Signature _____

Date _____

Student Signature _____

Date _____

This form should be submitted to the school office no later than September 17, 2018.