

## **Jefferson Lewis BOCES School Library System**

### **Collection Development Guidelines**

#### **JL BOCES Vision**

"Jefferson-Lewis-Hamilton-Herkimer-Oneida BOCES will lead, create, implement and sustain educational programs that meet the ever-changing needs of the students and communities we serve."

#### **SLS Mission**

"It is our mission to provide our member librarians with the support, resources and professional development to continue to be both educational leaders and collaborative partners with the teachers and administrators in each of our component districts. We facilitate equitable access to information resources for all students and instructional members in each district and we are committed to helping our libraries in their efforts to help each and every student meet and exceed the challenges of becoming college and career ready by graduation."

#### **Objectives**

JL BOCES SLS supports the principles of intellectual freedom inherent in the First Amendment to the United States Constitution as expressed in official statements by the American Library Association, the Library Bill of Rights, the Freedom to Read statement and The Students' Right to Read statement of the National Council of Teachers of English (Appendix 1).

The regional print and digital collections:

- Support the learning and instructional needs of the school community.
- Position the library as a partner in lifelong learning.
- Promote reading for personal enjoyment and individual learning.

#### **Acquisition Procedures**

- Responsibility for the selection of library materials rests with professionally trained library personnel. All purchases must be in alignment with BOCES BOE purchasing policies.
- Professional library personnel may seek recommendations from the school community as appropriate.
- Gifts and donated materials shall be judged by the selection criteria and shall be accepted or rejected according to those criteria.

- Selection is an ongoing process that should include removing materials that are no longer used or needed, adding materials, and replacing lost and worn materials that still have educational value.
- Selection Criteria

Materials should:

- Support and enrich the curriculum and/or students' personal interests and learning.
- Meet high standards in literary, artistic, and aesthetic quality; technical aspects; and physical format.
- Balance cost with need, considering current availability within the region, longevity of use, and relation to the existing collection.
- Be appropriate for the subject area and for the age, emotional development, ability level, learning styles, and social, emotional, and intellectual development of the intended audience for whom the materials are selected.
- Incorporate accurate and authentic factual content from authoritative sources.
- Earn favorable reviews in standard reviewing sources and/or favorable recommendations based on preview and examination of materials by professional personnel.
- Represent differing viewpoints on controversial issues without promoting intolerance, prejudice, or discrimination against protected persons or groups.
- Provide a global perspective and promote inclusion and diversity by including materials by authors and illustrators of all cultures.
- Demonstrate physical format, appearance, and durability suitable to their intended use.

## **Deselection Procedures**

- JL BOCES SLS professional staff will evaluate collections regularly for deselection purposes.
- Decisions for deselection will be made by JL BOCES SLS professional staff based on deselection criteria and data collected during the evaluation process.

Decisions for deselection will include ongoing considerations of the selection criteria as well as:

- Usage
- Relevance
- Accuracy
- Currency
- Condition
- Format

## **Reconsideration of Challenged Materials**

Despite the care taken to select diverse, quality materials for student and teacher use and the qualifications of those involved in the selection process, objections to library resources that are deemed offensive or inappropriate may occur.

### Informal Complaints

Persons with a complaint about resources purchased by the JL BOCES SLS should state their concerns to the School Library System Coordinator. The School Library System Coordinator will attempt to resolve the issue informally. As part of the discussion, the School Library System Coordinator will explain the library's selection policy, selection criteria, diversity of the collection with resources from many points of view, and the selection process. Additionally, each parent/guardian has the right to determine the appropriateness of library resources for their children and should accord the same right to other families.

If the complaint is not resolved informally, the School Library System Coordinator will explain the formal reconsideration process and provide the Request for Reconsideration form. If there is concern about multiple items, a separate form must be completed for each item.

No library resources shall be removed from use as a result of the informal complaint.

### Formal Request for Reconsideration

The following procedures should be followed if, after informally discussing the questioned resource, no resolution is reached.

1. The complainant will be offered a copy of this guidelines document.
2. The complainant is required to complete and submit the reconsideration form to the School Library System.
3. Upon receipt of the form, the School Library System Coordinator will notify and provide a copy of the reconsideration form with the following individuals:
  - a. Director of the Department of Programs and Professional Development
  - b. Assistant Superintendent for Curriculum and Instruction
  - c. The District Superintendent
4. The work in question will remain accessible and in circulation until a formal decision is made.
5. The Reconsideration Committee will be appointed by the District Superintendent per BOCES BOE policy.
6. The School Library System will secure copies of the resource for the committee to review.
7. The School Library System will provide the reviewing committee with a packet of these guidelines, the completed reconsideration form, reviews of the resource being reconsidered, and a list of awards or honors, if any.

8. The Reconsideration Committee will follow the procedures listed below:
  - a. At the initial meeting, the committee will review reconsideration committee guidelines and procedures.
  - b. A member of the committee should keep minutes.
  - c. All committee members should fully review the entire work before voting.
  - d. The committee reserves the right to use outside expertise if necessary to help in its decision-making process.
  - e. The complainant may make an initial verbal presentation about the resource under reconsideration at the start of the initial meeting or may choose to share only the written form. The complainant is asked to provide sources for quotes and statistics used during this presentation.
  - f. The complainant may not participate in or observe the committee's deliberations unless invited to do so by the committee.
  - g. During the initial or subsequent meetings, the committee will make its decision determined by the simple majority to retain, move the resources to a different level, or remove the resource. This will be a secret ballot vote.
  - h. The committee's written decision (including a minority report if needed) shall be presented to the complainant and all affected staff members.
9. The procedures for an appeal to the Board of Education will be as follows:
  - a. An appeal of the decision made by the Reconsideration Committee must be delivered by the complainant in writing to the District Superintendent.
  - b. The Reconsideration Committee will provide the board with copies of the original Request for Reconsideration form, these guidelines, and a copy of the written recommendation of the Reconsideration Committee. This may be done via email or other electronic means.
  - c. The Board reserves the right to use outside expertise if necessary to help in its decision making.
  - d. A decision on the complaint will be made at a regular meeting or special meeting within 60 days of receipt of the written appeal.
10. The board decision will be final, and the District Superintendent will implement the decision.
11. Reconsideration of the item for substantially similar concerns will not be entertained for a period of five years after a decision has been made.

## Sources

ALA Office for Intellectual Freedom. *Selection & Reconsideration Policy Toolkit for Public, School, & Academic Libraries*. American Library Association, January 2018, <http://www.ala.org/tools/challengesupport/selectionpolicytoolkit>

Mardis, Marcia A. *The collection development program in schools*. 6<sup>th</sup> ed., Libraries Unlimited, 2016.

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*Approved by Council on February 2, 2022*

*Form updated on December 17, 2024*

## **Appendix 1**

### **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.
- VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.  
Inclusion of “age” reaffirmed January 23, 1996.

<https://www.ala.org/advocacy/intfreedom/librarybill>

### **Interpretations of the Library Bill of Rights**

<https://www.ala.org/advocacy/intfreedom/librarybill/interpretations>

### **Interpretations of the Library Bill of Rights: Access to Resources and Services in the School Library**

The school library plays a unique role in promoting intellectual freedom. It serves as a point of voluntary access to information and ideas and as a learning laboratory for students as they acquire critical thinking and problem-solving skills needed in a pluralistic society. Although the educational level and program of the school necessarily shapes the resources and services of a school library, the principles of the Library Bill of Rights apply equally to all libraries, including school libraries. Amended 2014.

Full statement at

<https://www.ala.org/advocacy/intfreedom/librarybill/interpretations/accessresources>

### **American Library Association: The Freedom to Read Statement**

<https://www.ala.org/advocacy/intfreedom/freedomreadstatement>

### **The Students’ Right to Read statement of the National Council of Teachers of English**

<https://ncte.org/statement/righttoreadguideline/>

## Appendix 2

### Jefferson Lewis BOCES School Library System

#### Request for Reconsideration Form

Responsibility for selection and evaluation of the JL BOCES SLS library materials has been delegated to the School Library System professional staff, and reconsideration procedures have been established to address any concerns about those resources. Completion of this form is the first step in those procedures. If you wish to formally request reconsideration of JL BOCES SLS library resources, please return the completed and signed form to the School Library System. Please complete this form in its entirety prior to submission.

Jefferson Lewis BOCES School Library System  
20104 NYS Rt 3  
Watertown, NY 13601

Date \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State/Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Are you a parent or guardian of a BOCES student, community member, BOCES staff member or component district staff member?

Do you represent self? \_\_\_\_\_

Or an organization? \_\_\_\_\_ Name of Organization \_\_\_\_\_

Resource on which you are commenting:

Title \_\_\_\_\_

Author/Creator \_\_\_\_\_

Publisher \_\_\_\_\_

In which section or collection within the library is this resource located?

Was this material required for a specific class? If yes, please state the grade and subject area.

Were alternative materials requested and/or provided?

What brought this resource to your attention?

Did you read, view, or listen to the entire work? \_\_\_\_ Yes \_\_\_\_ No

If not, what sections did you review?

What specific pages or parts concern you about the resource?

What do you believe is the main idea or theme of this material when taking the entire work into consideration?

What do you feel might be the result of reading, viewing, or listening to this work?

For what age group would you recommend this work?

Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?

What resources would you recommend replacing this work (on the same subject, topic, or theme)?

What professional reviews of this work have you read?

What did these review sources state?

What is your reaction to these reviews?

What action are you requesting the committee consider?

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Signature of the complainant

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Date