



Pine Tree ISD
Library Collection Development
Guidelines & Best Practices

Pine Tree ISD Library's Vision, Mission, & Core Values

The PTISD Libraries:

- Foster a collaborative approach to learning by integrating informational materials, technological resources, and support services into a comfortable and accessible space in order to provide students, faculty, and staff with an environment for instruction, interaction, and inspiration.
- Provide flexible and equitable access to current information and resources, both print and digital, as learners engage in both group and independent study.
- Nurture an interest in reading and appreciation of literature, integrates information resources and skills to be taught at point of need that meet and support curriculum objectives.
- Provide authentic, engaging opportunities for students to inquire, analyze, and create through shared learning, while producing and communicating new knowledge.
- Promote a partnership between the parents, Librarians, staff, and the community to encourage learners to be aware of and to make connections with resources for lifelong learning.
- Communicates and models ethical use of ideas, information, and technology resources.

Librarians Core Values:

Be instructional leaders and pursue growth in learning
Be good communicators and listeners
Embrace change and drive improvement
Strong relationships equal influence
Lead AND Follow
Integrity matters
Be adventurous, creative, open minded, and have fun

Collection Development

Collection Development Goals: The purpose of our selection procedure is to

- Enrich and support the Texas Essential Knowledge and Skills (TEKS) and curriculum established by Education Code Section 28.002 while taking into consideration students' varied interest, maturity levels, abilities, and learning styles:
- Foster growth in factual knowledge, literary appreciation, aesthetic values and societal standards.
- Encourage the enjoyment of reading, foster high-level thinking skills, support personal learning, and encourage discussion based on rational analysis; and
- Represent the ethnic, religious, and cultural groups of the state and their contribution to Texas, the nation, and the world.

The media center will be a collaboration among librarians, educators, parents, and the school community to make available a collection of materials that will enrich and support Pine Tree Independent School District (PTISD) educational programs and meet the needs of the students and faculty served. We want our libraries to:

- Be welcoming, inclusive and a valuable resource that students feel comfortable using
- Have activities that provide students access to various viewpoints supporting education
- Highly qualified school librarians develop and facilitate campus library programs that meet student's interests, abilities and maturity levels.
- Provide equal and consistent access to library resources
- Provide activities that support the curriculum of the district and the development of research skills.

Responsibility for Selection of Library Resources

While selection of materials allows for input from many people, including administrators, supervisors, teachers, Librarians, students, and community residents, the responsibility for the selection and purchase of materials for the library rests with the lead certified librarian.

Materials must be approved by the Assistant Superintendent, Educational Quality, **Dr. Mullins** or lead Librarian, before a purchase order may be approved.

Selection Criteria for acquisitions of Library Materials

Librarians take leadership in communicating to the educational community the purpose and scope of the selections. The responsibility for coordinating the selection of Library materials rests with the Librarians who seek: Parent, faculty, student, and staff recommendations for purchase of library media materials. Acquisitions must have two (2) or more favorable reviews from professional journals and authoritative selection references should be used when developing library media collections. Examples of professional review sources include: School Library Journal, Book Lists, Horn Book, and Kirkus. Wherever possible, direct examination of materials is advisable to ensure that they meet selection criteria and have a professional review.

The major emphasis of collection development should be to provide materials which meet curricular needs. When ordering materials to add to the collection, consider the distinct age groups, grade levels, and possible access to materials by all students within a campus. The Librarian needs to be familiar with changes and additions to the PTISD curriculum and how they affect collection development.

- **Appropriate for recommended levels**

Library materials should be accessible to students of varied abilities and meet informational and interest needs of all students. Student access to material rated by library material vendors as “sexually relevant” as defined by section 35.001, Texas Educational Code (TEC), consistent with any policies adopted by the Texas Education Agency and local school board requirements. (such as Health class for certain grade levels or ages)

- **Pertinent to the curriculum and the objectives of the educational program**

Library materials should be selected on the basis of assessed curricular needs. Materials should reflect the identified learning outcomes of the educational program.

- **Accurate in terms of content**

Library materials should present facts in an objective manner. Authority of the author, organization, publisher/producer should be a consideration in selection.

- **Reflective of the pluralistic nature of a global society**

Library materials should provide a global perspective and promote diversity as a positive attribute of our society. It is important to include materials by authors and illustrators of all cultures.

- **Free of bias and stereotype**

Materials should reflect the basic humanity of all people and be free of stereotypes, caricatures, distorted dialect, sexual bias, and other offensive characteristics. Library materials concerning religious, social, and political content should inform rather than indoctrinate.

- **Representative of differing viewpoints on controversial subjects**

Students have the right to information on both sides of a controversial issue. By having access to a variety of resources, students will have the knowledge base to develop critical thinking and problem solving skills. The library provides free and equitable access to all information.

- **Appropriate format to effectively teach the curriculum**

Library materials should be available in a variety of formats, e.g., print, non-print, and electronic, multimedia, to meet the needs and learning styles of a diverse student population.

- **Recent copyright date as appropriate to the subject**

Library materials should be assessed for the currency of the information as it relates to the content and purpose of the item.

- **Acceptable in literary style and technical quality**

Literary quality, technical merit, physical arrangement, and aesthetic characteristics should be considered as integral components in the evaluation of all media formats.

- Legal requirements: PTISD policy prohibit the possession, acquisition and purchase of:
 - Harmful materials, defined by section 33. 020(1), TEC: material whose dominant theme taken as a whole:
 - Appeals to the prurient interest of indecency of a minor;
 - Is patently offensive to prevailing standards in the community as whole, with respect to what is suitable for minors;
 - Is utterly without redeeming social value for minors;
 - Library materials that are pervasively vulgar or educationally unsuitable;
 - Library material containing indecent content or profane content;
 - Library material that refers a person to an internet website containing content prohibited in this subsection, including the use of a link or QR code;

- **Cost effective in terms of use**

Library materials should be evaluated for cost effectiveness in terms of accessibility, projected use, and durability.

- **Addresses specific needs**

Library materials should be provided to meet curricular needs and the individual needs, interests, and learning styles of all students at all levels.

ORDERING STEPS

Accessing the catalog - PTISD websites gives parents & students access to the catalogs, reconsideration forms as well as our student management system (Skyward) which provides parental access to restrict any item for their individual student.

Reconsideration

PTISD must follow the Board Policy EF(LOCAL) regarding Challenged Resources, Informal and Formal Reconsideration, and Appeal. The Reconsideration folder is located in the Team Drive. Board policy can be found on the PTISD website. Reconsideration forms are found on the district website. Key parties to contact for formal reconsideration are your campus principal and librarian.

A requestor may discuss concerns with library or school personnel before submitting a library material reconsideration form. If their concern is unresolved, the requester will be directed to complete the library material reconsideration form. The completed form must be distributed to the district superintendent or the superintendent's designee, school librarian, and the school district board of trustees, or governing body.

After a request for reconsideration has been submitted, PTISD will:

- Acknowledge receipt and communicate a reasonable time frame, approved by the school board, for reviewing an item and a recommendation by our Library Review Committee charged with the review of the item in its entirety;
- The Pine Tree Library Review committee will review materials as specified in the District Collection Development Policy to ensure a thorough and fair process;
- A reasonable timeframe will be set, to take no longer than 90 days after the request is received considering: time to convene a committee to meet and review the item, flexibility and board meeting schedules;
- As well as informing the requester of the progress of the review in a timely fashion.

Once a request for reconsideration of library material is received, PTISD will prohibit students from accessing the material until the District takes action on the request. After the PTISD Review Committee completes a request, it will submit its recommendation to the district superintendent who will make final determination and inform the requester of the decision. A parent, or person employed by the district may submit an appeal of the decision to the board of trustees. If an item has gone through the review process and remains in the collection, it may not be reviewed again within two calendar years of the decision. This timeframe will be applied to all reconsideration requests.

Acquisitions

Cataloging & Processing when books arrive

Follett, Junior Library Guild, Gale, Scholastic and Perma bound are trusted vendors and provide MARC records that are acceptable to download directly into our Destiny database.

Adding Titles

Librarians will add titles that are approved by the Assistant Superintendent. Librarians will submit a list of titles to be considered before ordering or a P.O. being issued.

Any titles gifted or donated to the library must be approved also by the **Assistant Superintendent**. Submit a list of any donated items to the **Assistant Superintendent** before adding items to the catalog.

The ability to search for existing MARC records within Destiny is possible by:

- Add a Title
- Search by ISBN or title.

Adding Copies

Librarians may add titles to the catalog at the copy level. They can add copies of books already in the campus' catalog using the duplicate option. They can add copies of books already in the district's catalog under the professional guidance of

the Librarians as it relates to call numbers, location, price, etc.

Assessment and Evaluation of Collections

- **Inventory** - conducting a material inventory every two years to confirm catalog records accurately reflect items available in the library. Library staff often develop inventory schedules, focusing on one collection area at a time until an inventory of the entire collection is completed.
- **Collection Analysis** - Using our cataloging system we can conduct a titlewise report to identify the average copyright date and material usage data. These data reports help identify areas in high demand, used infrequently, or that are obsolete. Data to consider from these reports are:
 - Curriculum connections & alignment
 - Maturity levels
 - Literary Merit and appeal
 - Review of sources
 - Professional partnerships
 - Balance - variety of formats as needed, print and audio and electronic material.
 - Physical constraints - shelf space etc.
 - Patron feedback
 - Treatment of biased material
 - Treatment of violence
 - Compliance with all State and Federal regulations.
- **Reviewing District and Campus Data** - reviewing district demographics and considering curricular needs, including formative and summative assessment data, circulation reports, campus and district goals and other initiatives.
- **School Community feedback:** collect input from students, teachers, parents, and the school community on current and future collection needs. Opportunities for feedback may include: Open Houses, literacy nights; and other events or programs hosted in the library, polls, or surveys for parents to express views and provide feedback, digital access to the library website, the library catalog and other digital resources; access to a library's calendar of events or library newsletters.

Weeding

PTISD uses the CREW Method for de-selecting or weeding library materials. Information about the CREW method can be found [HERE](#).

What can we do with weeded books?

Discarded items, such as books containing still pertinent information that are in relatively good condition, may be given to classroom teachers or other staff for use in the district. Items may not be donated to churches or any other non-profit organization.

Weeded books not given to classroom teachers can be discarded. Please remove any PTISD markings (barcode, stamps, etc.) and/or make sure and write or stamp WITHDRAWN or DISCARDED prominently on the item so there is no question as to the status of the book when

the item is discarded.

Inventory

It is recommended that library collections at each campus are inventoried **every 2 years** beginning in the 2023-2024 school year. This will be documented by the PTISD Lead Librarian and shared annually with the Assistant Superintendent.

Circulation Policies

Compliance with Regulations of the following:

- **Parental Access Plan** - PTISD recognizes that parents are the primary decision makers regarding their student's access to library material. Our online catalogs are available on each campus website for parental use;
- Prohibit the possession, acquisitions, and purchase of harmful materials;
- Recognize that obscene content is not protected by the First Amendment to the US Constitution;
- Required all library materials available for use or display.

Pine Tree classroom libraries titles are available upon request of a parent or guardian.

Interlibrary Loan (ILL)

The Librarian is the person primarily responsible for placing and receiving interlibrary requests. The Librarians should be trained and understand the ILL process.

Campuses may decline an ILL request.

ILL Fiscal Responsibility

The borrowing campus is responsible for replacing items lost through the ILL process by staff members.

Student ILL Requests

Students may request titles through ILL from other campuses at the discretion of the librarians. The receiving campus has the option to decline the request made by the students.

Materials Lost through ILL

A student who has lost an item through ILL is responsible for payment of the lost material. The borrowing library should replace the lost item either by purchasing another copy or by depositing or transferring money in the lending library's account. Campuses should communicate concerning replacement materials. Please see your campus secretary for information regarding transferring money to other campus accounts. Items lost in the ILL transit process will not be replaced.

Money Collected For Other Campuses

Provide students a printed receipt or receipt from the district receipt book.

The campus secretary will then deposit the money in the receiving library's account.

Late Fines

PTISD does not charge students or staff fines for items turned in past the due date.

Lost Material

Efforts should be made by the campus Librarians to help find or return books, by contacting parents & teachers to help. Campuses may send notices via students, or email. Due to PTISD's socio-economic percentages, campuses may vary on ways to repay for lost books, such as help in the library or ability to check out other items. Lost book fines should be reviewed by the District Admin each year.

See your campus principal for procedures regarding staff that have lost items.

Refunds for Lost Materials

Students who pay for lost items then return the lost items should be issued a refund. Librarians should contact their campus secretary for guidance on refunds given to students beyond the school year in which the fine was paid.

Circulation Start Dates

All campuses may start circulating materials to students on the first day of school. However, this is a campus decision when to start circulating books at the beginning of the school year.

Circulation End Dates & Summer Check Outs

Circulation of books ends no earlier than five school days before the last day of school; Students can check out books for summer reading through principal and parent permission. Parents must ensure students are returning the next school year and sign that they will return all items if not returning to a PTISD campus.

PTISD may circulate books from their collections for the summer and may offer summer hours with the approval of their campus principal.

Loan period for Primary, Elementary School, Middle School, Jr. High, and High School

Students may checkout items for two weeks. The campus Librarian may decide to extend the loan period based on campus needs. Notification will be provided to District Administration when campus libraries are open for summer hours. Staff due dates may be extended based on the type of item and the needs of the campus.

Suggested Number of Checkouts for Each Grade Level

Kindergarten: 1-2 books

1st: 2 books

2nd: 2 books

3rd-5th: 2 books
Secondary: 3 books

The suggested number of checkouts is a guideline; the campus librarians may adjust this number based on the needs of their campus.

Principal Approval of Electronics /Chromebooks

Students must receive a principal approval before checking out a Chromebook for take home use. The parent will complete a check-out form which is signed by the parent and campus principal. The form check include a return date of the Chromebook.

Hours of Operation

Libraries in PTISD are flexibly scheduled to allow patrons to access information at point of need throughout the school day. The Libraries should have extended hours before and after school.

Digital Resources

Selection Criteria for Electronic Resources

The criteria for selection of electronic resources are essentially the same as for print materials. Electronic resources such as computer software and online services provide greater access to information. Access to these fee-based database services should be 24-hours a day with remote access from home. Availability of network versions and site license agreements are also factors in selection. All purchases must be approved by the PTISD technology department. Software purchases and downloads should be on the approved PTISD software list and COPPA list, if not then it must be approved by the Assistant Superintendent.

To request a change to the handbook please contact the committee chairperson via email: Dr. Lisa Mullins, Assistant Superintendent of Educational Quality; lmullins@ptisd.org.