SCHOOL LIBRARY COLLECTIONS

Belief
School library collections offer resources to support and enrich the needs and interests of all users in the school community.

Guidelines
1. The collection serves as a point of access to information and ideas that cultivates critical thinking and problem solving skills.
2. The collection fosters a sense of belonging for all members of the school community.
3. The collection represents diverse viewpoints within constraints of budget, space, and availability of resources. Materials in the collection are not an endorsement of their contents.
4. A large collection is not synonymous with a good collection. The collection should be evaluated regularly to ensure its currency, accuracy, quality and appeal.
5. The collection shall be organized to respect and safeguard responsible access and privacy of its users.
6. Users are ensured the right to access and explore the collection.
7. School community members are ensured opportunities to advise on the content and organization of the collection.

Procedures
8. The school principal shall ensure provision of a good collection.
9. Once every two years, the principal shall invite the School Council or Parent Advisory Committee to:
   9.1. review the content and organization of the collection; and
   9.2. recommend changes to the collection.
10. School community members shall use Form 272-1 - Request for Addition or Removal of Library Resources with suggestions on content and organization of the collection.
11. Selection of the materials for the collection:
   11.1. promotes literacy, enhances learning, supports interest, and inspires curiosity.
   11.2. considers timely, accurate information that is sufficient, relevant and appropriate to the user.
11.3. includes current, high-demand, high-interest materials in a variety of formats suitable to the library.
11.4. reflects information relevant to traditional as well as contemporary life and culture.
11.5. enhances the existing collection.
11.6. addresses divergent topics with balance and impartiality.

12. The entire collection should be replaced approximately every 15 years, based on:

12.1. circulation history (has not circulated in 10 years) or usage patterns;
12.2. outdated information and formats or inaccurate material;
12.3. appropriate reading levels;
12.4. physical deterioration of non-repairable materials;
12.5. incomplete set or parts missing;
12.6. duplication of content;
12.7. bad quality material acquired before the approval of the collection;
12.8. previous acquisitions incompatible with current guidelines;
12.9. space considerations; and
12.10. equivalent information available online.

Form 272-1 Request for Addition or Removal of Library Resources