

**Collection Development Policy**  
Annie Wright School Library  
Annie Wright School  
827 N Tacoma Ave.  
Tacoma, Washington 98407  
(253) 284-8617

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*"It does not matter how many books you may have,  
but whether they are good or not."  
- Lucius Annaeus Seneca (3 B.C.-65 A.D.)*

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## **Library Mission**

The mission of the Annie Wright School Library is to ensure that students are effective and ethical users and creators of ideas and information.

### **A. Introduction**

1. **Mission Statement:** The mission of the Annie Wright School Library is to ensure that students are effective and ethical users and creators of ideas and information. Further, the library and its programs:
  - ~ support the belief that all students can achieve excellence
  - ~ deliver effective information literacy instruction through collaboration between library and classroom faculty
  - ~ support the aims and objectives of the curriculum
  - ~ support reading and reading development
  - ~ integrate technology into library curriculum
  - ~ inform students, faculty, staff and families of the library's programs.
2. **Collection Development Policy Purpose:** The American Library Association strongly recommends that all libraries have written collection development policies in place to serve as a basis of judgment for those responsible for the selection of materials, to inform the community of the policies and practices of the library and to provide continuity when changes in library faculty and staff occur. A library's collection and practices must serve the community and therefore a collection development policy must be written with the community in mind, ideally using input from the community about how collection and practice can best serve. A collection development policy is not intended to be static. It should be frequently reviewed and changed to reflect changes in the community's needs, the library's goals, and in the

collection itself. This particular collection development policy is in its first draft version, therefore, review in the near future and change are expected and encouraged.

3. **Community Description:** Annie Wright School (AWS) typically enrolls approximately 450 students. The school consists of a co-educational pre-school through middle school and a 9<sup>th</sup> through 12<sup>th</sup> grade girls' day and boarding school. While most of the students and their families live in Tacoma and the surrounding areas, the boarding school enrolls a significant number of international students for whom English is a foreign or second language. The Lower School (PS-5) have regularly scheduled library visitation times where students receive information literacy instruction and/or enjoy a story time, and have an opportunity to check out library materials. These grades, particularly 3<sup>rd</sup>-5<sup>th</sup> grade classroom teachers occasionally schedule additional times to allow students to use print materials and subscription databases to conduct research for classroom projects. The Middle (6-8) and Upper Schools (9-12) visit the library in order to study, conduct research, read, socialize, and occasionally to receive group information literacy instruction. The AWS teacher librarians visit Middle and Upper School classrooms to Middle and Upper School students check out print materials to further research for classroom projects and also to read for pleasure. The latter is particularly true for Middle School students as Upper School students, due to their rigorous curriculum, report that they have little time for recreational reading of printed matter. In addition to academic-based use of the library some AWS families use the AWS library to check out additional reading materials for their children, particularly children in the Lower School and children in the family who are not yet school age. AWS faculty (and staff) in addition to using the library and librarian as a regularly scheduled or sporadically as an information literacy instruction resource, occasionally check out printed materials (some for personal use), video and audio materials, or occasionally stop by to glance at the daily subscription newspaper, the Tacoma Herald.

4. **Patron Needs and Services:** The main thrust of the current student use of the AWS Library is based largely on pleasure and literacy improvement reading in the Lower and Middle Schools with some use of print materials and subscription databases for research purposes in grades 3<sup>rd</sup> through 12<sup>th</sup>. To increase the quality and quantity of the latter, increased authentically integrated programming, combining classroom curriculum with library curriculum will encourage greater use of the library as the epicenter of information literacy learning. As reading literacy education is one of the traditional hallmarks of the AWS Library program, continued scheduled library visitation times, continued and expanded book talk times, and an increasingly focused and qualitatively excellent print collection is of great value and encouraged. Upper School students report and are directly observed to use the library and librarian the least of all AWS students, though many also report that they would enjoy greater use if encourage through regular information literacy programming and an updated fiction and non-fiction collection. Upper School should become a focus of collection and program

development in the immediate future, including conducting a study of the particular needs of AWS boarding students. The Middle School is observed to gravitate to the AWS Library for recreational reading and socialization. Developing the library space and collection to serve this age range is a current area of service focus. AWS Library serves a wider community purpose than is generally expected of a school library. As families, faculty, and staff make some use of the library AWS library should continue to encourage this peripheral use of the library by including a wide selection of print materials in the Lower School collection, a qualitatively excellent selection of Middle and Upper School level novels, a qualitatively excellent collection of professional development materials, a focused and qualitatively excellent collection of audio/video materials and continued subscription to the local newspaper, perhaps adding a Sunday New York Times subscription.

**5. General Collection Description:** The AWS Library is currently a library in transition from traditional library-as-place to library-as-program. In this period of transition, the collection, while relatively large in size, approximately 23,000 print materials, is generally dated and physically cumbersome. A recent assessment revealed that the non-fiction collection dates from the late 1970's. This is currently a collection development priority. Because of the age of AWS and its library, there are many volumes of antiquated non-fiction print materials that go unused by students, faculty and staff, including but by no means limited to, dozens of hardback volumes of New York Times Book Reviews. These materials, while interesting on an esoteric level, occupy valuable space and offer little in the way of contributing to a qualitatively excellent collection that focuses on the curriculum and use needs of the community. The Lower School has a well-developed fiction section that caters to the literacy and pleasure reading needs of those students. The Middle School has a growing, qualitatively excellent fiction collection that serves the interests and academic needs of that age group. The library also has a growing audio/visual collection that generally serves academic needs and is currently being transitioned from tape to DVD/CD. There is a large professional development collection for faculty that is generally not kept current and is used little by faculty. There are current plans to weed this collection down to a small, qualitatively excellent collection, based on the needs of faculty. The library has increased its subscription database collection and has opened access to those databases and to its catalog to include school-wide and home use. The library has recently updated its student-use computers to become more integrated with the school's widening and increasingly important technology component.

## **B. General Priorities, Limitations and Policies**

- 1. Historical/Chronological Considerations:** AWS is over 125 years old and brings with it a library collection that makes it unique among typical school libraries in that some of its collection has an historical component that must be

maintained to preserve tradition despite its lack of application to school curriculum or patron use patterns. The AWS Library is officially known as the Bishop Bayne Library, therefore all print materials authored by Bishop Bayne, must be preserved in the collection. One copy each of any material documenting AWS traditions or historical significance must also be retained, such as yearbooks, although it is up to the discretion of the library faculty whether or not these items will be cataloged and available for circulation. See “Collection Maintenance” for more information about material retention.

2. **Formats:** The greater share of AWS Library materials is currently in print form, largely devoted to hardback books, both fiction and non-fiction. There is a small subscription print magazine collection, a growing CD/DVD collection that caters to the needs of curricula support, a subscription database that includes, Thompson/Gale US History, World History and Science; Oxford English Dictionary, and ProQuest. There are currently 9 networked computer stations that have unfiltered access to the Web
3. **Multiple Copies:** Due to space restrictions, multiple copies of any print or audio/video format are not purposefully collected. Exceptions: Occasionally the library may purchase two copies of exceptionally popular novels, or due to the nature of the Birthday Book Club (see Donations), duplications arising from this particular form of donation are accepted without limit.
4. **Languages:** In general, AWS Library collects materials presented in English, unless foreign language books serve a need in the curriculum. Future collection of materials in other languages will be under review in an effort to better serve international and/or EFL/ESL students.
5. **Funds:** The AWS Library is funded annually at \$12,000 to be used at the discretion of the library faculty to maintain and enhance the collection. During the 2006/2007 academic year, the library received over \$90,000 in donated money from the annual auction. The library faculty has control of this additional funding which is earmarked, in the short and long terms to improve and increase collections, services and programs.
6. **Collection Responsibility and Selection Tools:** The AWS Library faculty has full control of collection and selection. Selection is based on curriculum needs informed either from the curriculum map or by direct consultations with classroom faculty members. Other selections may be made based on reviews and recommendations from professional journals and organizations, such as School Library Journal and YALSA, and through requests from students and faculty. The AWS Library faculty currently uses Ingram for a greater part of collection purchases with input from Amazon.com reviews and the AWS community. Ebsco will shortly be used for the selection of periodicals.
7. **Collection Maintenance:** Every library collection benefits from regular deselection (“weeding”) of materials. The main purpose of deselection is to maintain collection value. Deselection of materials involves the continuous review and evaluation of library materials as a means of maintaining an active library collection of current interest and usefulness to the user community. Deselection involves discarding out-dated, irrelevant academically and/or developmentally inappropriate, physically damaged, and/or uncirculated

materials but does not include the removal of materials to avoid controversy (see Contested Materials).

Schedule of Deselection:

Deselection at AWS Library is an ongoing process. Certain sections of the library collection must be evaluated more often than others for the sake of maintaining collection value. The following list represents, but is not limited to, areas of special attention:

- Science, Technology, Medical, and Law materials published more than 5 years previously, which have not circulated in 2 years, will be discarded unless listed in core collection bibliographies; materials meeting the circulation criteria will be examined for inaccurate or out-dated information.
- Agriculture, Social Science, and Business materials published more than 5 years previously, which have not circulated in 2 years, will be discarded unless listed in core collection bibliographies.
- All other areas of nonfiction materials published more than 10 years previously, which have not circulated in 5 years, will be discarded unless listed in core collection bibliographies.
- Fiction materials published 20 years previously, which have not circulated in 3 years, will be discarded unless listed in core collection bibliographies or local school and higher education recommended reading lists.
- Any materials containing out-dated information that could be potentially harmful to a reader will be discarded regardless of other factors.

Some materials that would otherwise meet deselection criteria may be retained for reasons including, but not limited to, historical, artistic, and/or literary significance (See. “Historical/Chronological Considerations”)

Process of Deselection:

Process materials that meet deselection criteria as follows:

1. Remove the material from the shelf
2. Delete record from the cataloging system
3. Strip material of book pocket and barcode
4. Cross out all property stamps (“Annie Wright School Library”)
5. Print “WD” (“withdrawn”) near property marks
6. Place material in a storage box

At the discretion of the AWS Library faculty, materials that are deselected will be offered to faculty and staff or will be donated to a charity organization. In some cases, usually as a result of extreme damage where repair is beyond cost effectiveness, materials may be disposed of. AWS Library is committed to socially and environmentally responsible disposition of damaged materials. Materials that are deselected due solely to damage will, in most cases, be replaced when possible. Sometimes

damaged materials may be repaired instead of replaced if it is considered more cost effective to do so, or if replacement is not possible.

*NOTE:* Materials that are marked with “Tacoma Public Schools Title V” (or “VI”) will be subject to the deselection process, but must be returned to Tacoma Public Schools. (The process of return is currently unclear as of November 20, 2006. If this note still appears, store Title V or VI books, do not dispose of them, until process is clarified. Call Tacoma Public School Library Services 253-571-3514.)

8. **Contested Materials:** The AWS Library adheres to the [Library Bill of Rights](#) and the [Freedom to Read](#) statements issued by the American Library Association. The AWS Library maintains that individuals have a right to open access to information. In keeping with our constitutionally guaranteed right to freedom of expression, the AWS Library does encourage the school community to contest the inclusion or exclusion of any material collected or not collected by the library. While there is no formal procedure in place at this time, complainants should be directed to put concerns or requests in writing, addressed directly to library faculty and copied to the Head of School. The library faculty will evaluate the concern or request and the materials in question and respond in writing, addressing the reply to both the complainant and the Head of School. As needed, the complainant, the library faculty and the Head of School may meet formally over the matter.
9. **Access to Information:** AWS families are respected for their values and beliefs and are therefore encouraged and expected to set their own limits on what materials their children may or may not have access to. The AWS Library faculty will not withhold materials from students, although as cases may arise, individual students may be encouraged to choose materials that are more appropriate for their developmental level or reading ability. The AWS Library computers do not use filters to limit access to information on the Web. Students are expected to follow the AWS Acceptable Use Policy found in the Handbook, which states, in addition to other guidelines, that all computer use at school is to be restricted to academic purposes.
10. **Gifts and Donations:** The AWS Library greatly appreciates gifts and donations of library materials from families, students, alumni, and faculty and staff who value the continuing growth of the library. As the AWS Library is foremost an educational library dedicated to the needs of students, the library makes conscious collection decisions to balance efficient use of shelf space with appropriate collection choices. Due to these considerations, there are two preferred methods of giving:
  1. **AWS Library Birthday Book Club**  
Each AWS student is welcome to donate a favorite book (either new or gently used) to the library upon his or her birthday. Each book will be accepted into the collection and a nameplate will be affixed to the inside cover bearing the student’s name and birth date. Many popular books are already collected by the library (or previously donated by students),

therefore the library requests that birthday club donators consult the library catalog before choosing their books in order to avoid duplication.

## 2. Informed Giving

The best way to donate library materials to the AWS Library is to consult with library faculty regarding library needs. Materials donated in this way will ensure their acceptance into the collection, best serve the needs of AWS students, preserve valuable shelf space and reduce the library faculty and staff workload needed to process gifts. If unsolicited/uninformed materials are accepted for collection consideration, they become subject to established AWS Library collection standards. AWS Library faculty reserves the right to independently accept or reject unsolicited/uninformed gifts. Materials that do not meet AWS Library educational standards (see “Selection”) and/or physical condition standards (see “Collection Maintenance”) will not be included in the collection. Uncollected materials will be returned to the donator or given to a charitable organization. In rare cases some materials may be disposed of, however, AWS Library is committed to socially and environmentally responsible disposition of unwanted materials.

## **C. Selection**

1. **Curriculum:** As a PS-12<sup>th</sup> grade private, college preparatory school, the AWS Library has a wide variety of materials that it must collect to serve the needs of its students, and it also has a great deal of latitude in what it collects, thus increasing the responsibility of the library faculty to ensure that the collection has the highest possible degree of value. The AWS Library faculty will base its selections on the AWS curriculum map, on input from classroom faculty and on core lists generated by professional organizations and publications. The following is based on this [sample curriculum map](#) that is intended to help inform collection development, although the curriculum map should be a reference guide only. Collaboration between the library faculty and classroom faculty is the best strategy for making effective selection choices, evaluating the collection and building collection value:

### 1<sup>st</sup> Grade curriculum basic selections:

- ~ Agriculture – What is a farm? Why do we need them?
- ~ Native Americans – pre-Columbian history, the Pilgrims and the Wampanoag people
- ~ Communities – urban and rural areas – what are they?
- ~ Safety – fire safety
- ~ Holidays – Thanksgiving, MLK Jr., Valentine’s Day, President’s Day, St. Patrick’s Day, Chinese New Year,
- ~ Seasons – animal adaptations to seasonal changes
- ~ Weather – seasonal changes
- ~ Cultures – diversity, cultural impact on our society
- ~ Geography – use of maps, geographic features and human population distribution

- ~ Animals – arctic animals
- ~ Health – dental health
- ~ Dr. Seuss – complete works by
- ~ Environment – conservation or resources
- ~ Families – diversity of

2. **General Selection Considerations:** Like every library, the AWS Library must balance between what is good for the collection in terms of curriculum value and what students enjoy in order to encourage reading literacy. In general, the following guidelines are taken into consideration when making materials selections and when evaluating the library collection:

- **Appropriate for recommended levels**  
Library media materials should be accessible to students of varied abilities, and meet informational and interest needs of all students.
- **Pertinent to the curriculum and the objectives of the instructional program**  
Library media materials should be selected on the basis of assessed curricular needs. Materials should reflect the identified learning outcomes of the instructional program.
- **Accurate in terms of content**  
Library media materials should present facts in an objective manner. Authority of the author, organization, publisher/producer should be a consideration in selection. Materials concerning human development and family life should contain facts that are presented in a manner appropriate to the level of the students.
- **Reflective of the pluralistic nature of a global society**  
Library media 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 school library media center provides free and equitable access to all information.
- **Appropriate format to effectively teach the curriculum**  
Library media materials should be available in variety of formats, e.g., print, audio, electronic, multimedia, to meet the needs and learning styles of a diverse student population.
- **Recent copyright date as appropriate to the subject**  
Library media materials should be assessed for 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.
- Cost effective in terms of use  
Library media materials should be evaluated for cost effectiveness in terms of accessibility, projected use, and durability.
- Appropriate for students with special needs  
Library media materials should be provided to meet curricular needs and the individual needs, interests, and learning styles of all students at all levels.

Note:

This collection development policy is in its first draft and was last updated on March 8, 2008. The AWS Library faculty or the AWS faculty and administration have not formally reviewed this draft policy. The writer of this policy suggest such a review and a revision, by committee, as soon as possible and then review and revision every three years following.

Please contact [M. Adams](#) for questions and comments.