



COLLECTION DEVELOPMENT PLAN

MSD OF NORTH POSEY COUNTY SCHOOL LIBRARIES

North Elementary School
63 W Fletchall Ave, Poseyville
812-874-2710

North Posey High School
5900 High School Rd, Poseyville
812-673-4242

South Terrace Elementary
School
8427 Haines Rd, Wadesville
812-985-3180

North Posey Jr High School
5900 High School Rd, Poseyville
812-673-4244

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Poseyville, Indiana 47633

Mission

The mission of the MSD of North Posey County School Corporation libraries is to acquire, promote, and maintain materials to support the personal, educational, and professional growth of its students and staff. The NP library staff will support the mission and create lifelong readers and learners - every student, every day.

Purpose

The purpose of the collection development plan (CDP) is to demonstrate to the library staff and School Corporation the selection of new material and deselection of unused/outdated material. The CDP will provide a standard for which all items are selected in accordance with the school's curriculum and libraries' mission.

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Description of Community

Demographics

MSD of North Posey County School Corporation is located in the northern portions of Posey County and in the city of Poseyville, Indiana. This suburban-rural community includes the townships of Bethel, Center, Harmony, Robb, and Smith and the towns of Griffin, Wadesville, New Harmony, Poseyville and Cynthiana. As of 2021, Posey County had a population of 25,116 residents. Posey County has a median income of \$69,323. Posey County borders Gibson County to the north and Vanderburgh County to the East.

MSD of North Posey County consists of four schools: North Elementary, South Terrace Elementary, North Posey Junior High School and North Posey High School. These buildings serve a school population of approximately 1419 students. There are 112 certified staff and 125 classified staff. Twenty-eight percent of the students have free or reduced lunch, and under one percent of the students are English language learners.

Description of Libraries

Structure

The District Librarian oversees the three K-12 building libraries and is the licensed media specialist for the MSD of North Posey County district. The District Librarian oversees all purchasing, collection management, and curriculum development in the libraries, provides professional development opportunities for library staff as well as teachers, is the corporation copyright specialist and serves as the district liaison to the Poseyville Carnegie Public Library.

The administrative structure overseeing the library is as follows. Each building library aide/assistant(s) are hired and evaluated by the building principals. The principals include input from the District Librarian in the final evaluation. The District Librarian is evaluated by the Assistant Superintendent; above that is the Superintendent who reports to the school board. The school board is made up of five elected members from the community.

Funding

Funding for the MSD of North Posey County libraries is provided from a mixture of sources. State funding for the library is derived from the operating fund, with the administration and school board allocating those funds annually. Local support comes from parent organizations, such as PTO (Parent Teacher Organization), Scholastic Book Fairs, the district's Education Foundation, as well as additional building fundraisers.

Policy and Guidelines

Responsibility for Selection of Library Materials

As delegated by the assistant superintendent and superintendent, the responsibility for selecting school library materials shall rest with the Certified Librarian and building principals. These professionals will work cooperatively with staff members and stakeholders to interpret and guide the application of the policy in making day-to-day selections, including decisions to remove outdated or worn items from the library collections. The library staff works within the framework provided by the *MSD of North Posey School Corporation Bylaws & Policies*.

Selection Objectives

The primary objective of the MSD of North Posey County library program is to implement, enrich, and support the educational programs and general philosophies of the schools. It is the responsibility of the library staff to provide a wide range of materials on various levels of difficulty, with diversity of appeal, and the presentation of different points of view. At all times the intellectual, social, physical, and ethical needs of the students are kept in mind so that total growth of each student is encouraged.

The following general selection criteria apply to all materials, including electronic, print, and nonprint resources:

1. Select library materials that support and are consistent with the general educational standards of the state of Indiana and MSD of North Posey County, and the curriculum, aims, and objectives of the individual schools.
2. Select library materials that meet high standards of quality in factual content, artistic and literary value, and presentation.
3. Select library materials that are appropriate for the subject area and for the age, emotional development, ability level, learning styles, and social development of students for whom the materials are chosen.
4. Select library materials that meet the needs and interests of students and faculty.
5. Select library materials whose physical format and appearance are suitable for their intended use.
6. Select library materials that are current and up-to-date.
7. Select library materials that help students gain an awareness of our diverse society.
8. Select library materials primarily because of their overall strengths and sometimes despite minor weaknesses.
9. When selecting library materials on controversial issues, the library staff selects those materials that represent opposing viewpoints and which treat their subject matter in a way appropriate for the students for whom the materials are chosen.

When selecting materials for purchase, the librarian evaluates the existing collection and consults some of the following guides:

1. Reputable, unbiased, professionally prepared selection aids, such as *School Library Journal*, *Booklist*, *Kirkus Reviews*, and *Horn Book*.
2. Resources and suggestions from the Association of Indiana School Library Educators (AISLE) and the American Library Association (ALA), including the American Association

of School Librarians (AASL), the Young Adults Library Services Association (YALSA), and the Association for Library Service to Children (ALSC).

3. State and national professional organizations for educators, such as the National Science Teachers Association, the National Council for Teachers of English, National Council for the Social Studies, etc.

Additionally, materials are selected from the following lists:

1. Young Hoosier Book Award
2. Eliot Rosewater Indiana High School Book Award
3. Caldecott Medal winner and honor books
4. Newbery Medal
5. Theodore Seuss Geisel winner and honor books
6. Robert F. Sibert Informational Book winner and honor books
7. Michael L. Printz Award for Excellence in Young Adult Literature winner and honor books
8. The Alex Awards

Responsibility for Deselection of Library Materials

The deselection of materials, also called “weeding,” is an ongoing process directly related to collection development. Weeding is important to keep order in the library by making room for new materials, and getting rid of materials that are outdated or worn so that a collection stays current. The librarian will be responsible for the weeding of the collection. When deselecting materials from the library collections, we consider the following general guidelines:

1. **Use:** If something has not circulated in four years, consider removing it from the collection.
2. **Duplication:** If multiple copies are no longer needed, consider keeping the best/most recent copy and removing others. If titles for particular areas are rarely used, then consider eliminating them if the information can be readily obtained elsewhere. Offer removed copies with current information and good physical condition to staff.
3. **Physical Condition:** Items in poor physical condition should be removed from the collection and replaced with new copies as needed.
4. **Curricular Integration:** The library collection should change to reflect current curriculum and teaching, responding to changes in course offerings or in the content of individual courses.
5. **Collection Appropriateness:** The collection should meet the needs of all users, including struggling readers, non-English speaking students, et al. As user demographics change, so should the collection.
6. **Bias:** Eliminate items that portray bias on a topic unless there is a counterpoint title.
7. **Obsolete Formats:** Remove anything in a format no longer usable.

Policy on Retrospective Acquisitions

Retrospective collecting of library materials occurs selectively for the following cases:

1. To support a new course offering
2. To support new directions in MSD of North Posey curriculum or the state’s academic standards
3. To replace damaged items still relevant to the collection
4. To fill gaps in the collection determined by the library staff

Policy on Gifts

The District of the MSD of North Posey County appreciates individuals or organizations in the community that may wish to contribute additional supplies or equipment to enhance or extend the instructional program.

The District reserves the right to refuse to accept any gift when the conditions and stipulations connected with it deprive the District of control of the gift or when ownership of the gift would not contribute toward the achievement of the goals of this District.

Any gift accepted by the District shall become the property of the District, may not be returned without the approval of the District, and is subject to the same controls and guidelines as are other properties of the District.

The District will make every effort to honor the intent of the donor in its use of the gift, but reserves the right to utilize any gift it accepts in the best interest of the educational program of the District. In no case shall acceptance of a gift be considered to be an endorsement by the District of a commercial product or business enterprise or institution of learning.

The Librarian shall:

- A. report to the Assistant Superintendent/Superintendent all gifts offered to the School District;
- B. prepare fitting means for recognizing or memorializing gifts to the District as appropriate;
- C. establish administrative guidelines implementing the conditions and limitations upon any gift or donation which has been accepted by the District.

Intellectual Freedom

The MSD of North Posey County School Corporation Libraries support and are in agreement with the [Library Bill of Rights](#) by the American Library Association. We support the principles of intellectual freedom, which are inherent in the [First Amendment of the United States Constitution](#) and believe these principles must be protected and preserved. These principles work in tandem with the MSD of North Posey County selection objectives listed above and shall not be interpreted as independent guidelines. See appendix for detailed descriptions of intellectual freedom.

The MSD of North Posey County Libraries support our students' and staffs' rights to freedom of choice and assure their privacy. The MSD of North Posey County hopes to encourage the intellectual growth of the students and faculty through the selection of materials and careful collection development.

Reconsideration Policy

If the request, suggestion, or complaint relates to instructional materials such as textbooks, library books, reference works, and other instructional aids used in the District, the following procedures shall be followed:

- A. The criticism is to be addressed to the Superintendent in writing, and shall include:
 1. author;
 2. title;
 3. publisher;
 4. the complainant's familiarity with the material objected to;
 5. sections objected to, by page and item;
 6. reasons for objection;
 7. in what school and class the material was used;
 8. how the material was used.
- B. Upon receipt of the information, the Superintendent shall, appoint a review committee consisting of:
 1. a principal;
 2. a teacher in the subject area;
 3. the district librarian.
- C. The Assistant Superintendent or Superintendent shall be an ex officio member of the committee.
- D. The committee, in evaluating the questioned material, shall be guided by the following criteria:
 1. the appropriateness of the material for the age and maturity level of the students with whom it is being used
 2. the accuracy of the material
 3. the objectivity of the material
 4. the use being made of the material
- E. The material in question may be withdrawn from use pending the committee's recommendation.
- F. The committee's recommendation shall be reported to the Superintendent in writing within thirty (30) days following the formation of the committee. The Superintendent will advise the complainant, in writing of the committee's decision and advise the Board of the action recommended.
- G. The complainant may appeal this decision to the Board through a written request to the Superintendent, who shall forward the request and all written material relating to the matter to the Board.
- H. The Board shall review the case in committee session and advise the complainant in writing of its decision within 10 days.

APPENDIX

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.

Adopted June 18, 1948. Amended February 2, 1961, June 27, 1967, and January 23, 1980; inclusion of "age" reaffirmed January 23, 1996, by the ALA Council.

Code of Ethics

American Library Association

As members of the American Library Association, we recognize the importance of codifying and making known to the profession and to the general public the ethical principles that guide the work of librarians, other professionals providing information services, library trustees and library staff.

Ethical dilemmas occur when values are in conflict. The American Library Association Code of Ethics states the values to which we are committed, and embodies the ethical responsibilities of the profession in this changing information environment.

We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

The principles of this Code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

- I. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
- II. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
- III. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.
- IV. We respect intellectual property rights and advocate balance between the interests of information users and rights holders.
- V. We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.
- VI. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.
- VII. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.
- VIII. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.

Adopted at the 1939 Midwinter Meeting by the ALA Council; amended June 30, 1981; June 28, 1995; and January 22, 2008.

First Amendment of the United States Constitution

Congress shall make no law respecting an establishment of religion, or prohibiting the free exercise thereof; or abridging the freedom of speech, or of the press; or the right of the people peaceably to assemble, and to petition the Government for a redress of grievances.

Request for Reconsideration of Materials

MSD of North Posey County School Corporation Libraries

Date: ____/____/____

Request initiated by: _____

Address: _____ Phone Number: _____

Complainant represents:

_____ him/herself

_____ organization _____ What Organization?

Have you read the Library Bill of Rights and the MSD of North Posey County School Corporation Library Collection Development Policy? _____ YES _____ NO

Title:

Author/Artist/Director:

Publisher/Producer:

FORMAT: _____ Book _____ Video _____ Audio cassette _____ Compact disc

_____ Audio Book _____ DVD _____ eBook

_____ other (specify) _____

1. What brought this title to your attention?

2. Did you read/view/listen to the entire item? _____ YES _____ NO

3. To what do you object: (Cite pages, scenes, etc. Attach additional pages if necessary.)

4. What do you believe is the theme of this book/video/audio recording?

5. What do you feel might be the result of reading/viewing/hearing this material?

6. Are you aware of the judgment of this material by critics? _____YES _____NO

7. What would you like the library to do about this item?

8. What alternative book/video/audio recording of equal quality do you recommend that will convey a similar perspective?

Printed Name

Signature

Date

Material Advisory Committee Report

MSD of North Posey County School Corporation Libraries

Attach extra pages if necessary.

Date:

Committee Members:

Physical Description of Challenged Material (title, author, publisher, etc.):

Justification for Inclusion of Material:

Critics' Judgment of Materials (attach reviews, etc.):

Committee's Decision and Remarks:

Signatures of Committee Members:

Collection Development Sources

American Library Association (2017). Code of ethics. Retrieved October 31, 2017, from <http://www.ala.org/tools/ethics>.

American Library Association (2016). First amendment of the bill of rights to the united states constitution. Retrieved October 21, 2016, from <http://www.ala.org/advocacy/intfreedom/censorshipfirstamendmentissues/firstamendment>.

American Library Association (2016). Library bill of rights. Retrieved October 21, 2016, from <http://www.ala.org/advocacy/intfreedom/librarybill>.

This Collection Development policy was reviewed and formally adopted by the MSD of North Posey County Board on November 13, 2023.