

Collection Development

Material Selection Process

It is the belief of St. Paul Library to offer a wide range of educational materials to enhance and support the curriculum and meet the needs of individual students and teachers having a balance of subject matter.

Selection Criteria

1. Materials should be selected to enhance the curriculum and the personal needs of students and teachers.
2. A good balance of informational and recreational material should be selected.
3. Materials should be appropriate to the variety of ages and meet standards of high quality in presentation, artistic quality, accuracy, factual content and readability.

Procedures for Selection

1. The librarian with the aid of professionally prepared book reviews will be responsible for the selection of materials.
2. Recommendations from students, parents and teachers.
3. Make decision on donated (gift) materials based on selection criteria.
4. Purchase a second copy of a title only if there is great demand.
5. Purchase replacements for lost, damaged or old materials vital to the collection.
6. Determine materials worth repairing and maintaining.

Book Selection Process

Most titles are purchased through the Follett Solutions Company by reading online book reviews on Follett Titlewave. Supplemental choices are added from the Scholastic Book Fair, CCBC Choices (Children's Cooperative Book Center in Madison) by and by teacher and student recommendations. The librarian tries to read most young adult titles for content and are labeled for appropriate grade checkout.

Book review sources typically used are:

- Best in Children's Books
- Booklist
- Horn Book
- Kirkus Reviews
- Publishers Weekly
- School Library Journal

Book Donations

If you are selecting something new to buy, let the librarian help you make a choice designed to fill a known need or complement student interest or curriculum. A donor book plate can be placed in the front of the book with your name or the name of the loved one you wish to honor. A formal "Thank You" letter will include acknowledgement of your gift for Income Tax purposes. See sample at end of this section.

Gently used book donations will be considered using the following:

1. Overall quality and content
2. Timeliness
3. Importance of subject matter
4. Readability and popular appeal
5. Presentation and format (library binding, print size, book size and illustration quality).
6. We are unable to accept any items that have mold or a musty /smoky odor, items discarded from another library, textbooks, condensed books, travel books, encyclopedia sets, magazines or materials that are yellowed and in poor condition.

Inventory/Weeding/Replacement/Disposal

Inventory

A complete hands-on inventory is conducted at the end of each school year by volunteers working in teams of two using the shelf list. Besides making sure books are in their proper place, any books needing repair are tended.

Weeding

Weeding also takes place during the year end inventory.

If a title has not been checked out in 10 years, it will be removed.

Other factors for removal include:

- poor physical condition
- outdated subject matter
- no longer needed to support curriculum or has no interest to students and teachers
- has been replaced with more current information
- contains inaccurate information.

Replacement

Any subject matter being removed during inventory or lost and paid for during the school year and considered vital to the collection is placed on the update or replace list. In fall if the lost books have not been returned, they will be replaced.

Disposal

Weeded materials are stamped discard and either the barcode is removed to reuse or if that's not possible a black marker is used over the barcode. Shelf list cards are banded together and placed in library closet for title/copy removal from Destiny. Removed books are taken to the annual St. Mary's Used Book Sale in Dousman. Removed books also find a good home in the Little Free Library in Genesee Depot, St. Vincent de Paul Store in Waukesha or Angel's Grace in Delafield.

When Materials Are Challenged At St. Paul Library

When it has been brought to the attention of the principal or the librarian that a title might not be suited for the school library collection, the following steps will be followed.

1. Review the complaint.
2. Discuss situation with the school principal.
3. Gather resources (copies of reviews, awards, best-of-the-year list distinctions, etc.) Check with the CCBC Intellectual Freedom Information Services for more information. 608-263-3720
4. Read or re-read the title in question.
5. Together with the principal, make the decision to keep or remove the title based on findings.