



Document ID 121	Title COLLECTIONS DEVELOPMENT POLICY	Effective Date 12/1/2022
Last Date of Review 12/1/2022	Date of Re-Review: 2024-2025	Date Approved by Board of Directors: 12/1/2022

1. PURPOSE

- a. NEW MILLENNIUM ACADEMY's (NMA) Hnub Tshiab Library is guided by the principles set forth in the Library Bill of Rights and its interpretative statements, including "Access to Resources and Services in the School Library Program" and The Students' Right to Read statement of the National Council of Teachers of English.

2. GENERAL STATEMENT OF POLICY

- a. The objectives of this policy are to:
 - i. Provide faculty and students with materials that enrich and support the curriculum and meet the needs of the students and faculty served;
 - ii. Provide students with a wide range of educational materials on all levels of difficulty and in a variety of formats, with diversity of appeal, allowing for the presentation of many different points of view;
 - iii. Select materials that present various sides of controversial issues, giving students an opportunity to develop analytical skills resulting in informed decisions; and
 - iv. Select materials in all formats, including up-to-date, high quality, varied literature to develop and strengthen a love of reading.

3. RESPONSIBILITY FOR SELECTION

- a. Library materials are selected cooperatively by the librarian in consultation with administration, teachers, students, parents, and other community members. The Librarian is responsible for selecting materials and building and maintaining the collection.

4. SELECTION CRITERIA

- a. In selecting resources, the Librarian will evaluate available resources and curriculum needs and will consult reputable, professionally prepared aids to selection, and other appropriate sources. The Librarian will utilize the following criteria:
 - i. Including gift and/or donation;
 - ii. Support and enrich the curriculum and students' personal interests and learning;
 - iii. Meet high standards in literary, artistic, and aesthetic quality; technical aspects; and physical format;
 - iv. Be appropriate for the subject area and for the age, emotional development, ability level, learning styles, and social, emotional, and intellectual development of the students and other communities for whom the materials are selected;



- v. Incorporate accurate and authentic factual content from authoritative sources;
 - vi. Earn favorable reviews in standard reviewing sources and/or favorable recommendations based on preview and examination of materials by professional personnel;
 - vii. Exhibit a high degree of potential user appeal and interest;
 - viii. Represent differing viewpoints on controversial issues;
 - ix. Provide a global perspective and promote diversity by including materials by authors and illustrators of all cultures; and
 - x. Include a variety of resources in physical and virtual formats including print and non-print such as electronic and multimedia (including subscription databases and other online products, e-books, educational games, and other forms of emerging technologies).
- b. Examples of review sources and selection tools include, but are not limited to:
- i. Asian Review of Books
 - ii. Association for Library Service to Children (ALSC) Notable Children's Books
 - iii. Booklist
 - iv. Children's Book Review
 - v. The Conscious Kid
 - vi. Cooperative Children's Book Center
 - vii. Horn Book
 - viii. School Library Journal
 - ix. We Are Kid Lit Collective
 - x. We Need Diverse Books website
 - xi. Young Adult Library Services Association (YALSA) Best Books for Young Adults

5. ACQUISITION PROCEDURE

- a. In selecting learning resources, professional personnel will evaluate available resources and curriculum needs and will consult reputable, professionally prepared aids to selection, and other appropriate sources. The actual resource will be examined whenever possible.
- b. Recommendations for purchase involve administrators, teachers, students, district personnel, and community members, as appropriate.
- c. Gift materials shall be judged by the selection criteria and shall be accepted or rejected by those criteria.
- d. Selection is an ongoing process that should include removing materials that are no longer used or needed, adding materials, and replacing lost and worn materials that still have educational value.

6. SPECIAL COLLECTIONS

- a. NMA's Hnub Tshiab Library currently holds the special collection, Hmong Resources, to support NMA's academic and programmatic vision, mission and goals. Materials in this collection are usually created by people of Hmong descent and/or are about an aspect of Hmong communities. Selection for this collection requires flexibility as many resources in this collection may be self published or may not be reviewed in "standard" reviewing sources. Instead, selection for this



collection may rely mainly on recommendations and reviews from administration, teachers, students, parents, and other community members.

7. SELECTING MATERIALS ON CONTROVERSIAL TOPICS

- a. NMA's Board of Directors subscribes to the principles expressed in the American Library Association's Library Bill of Rights. It is the responsibility of the school district to provide a wide range of materials on different levels of difficulty and representing different points of view. School library professional staff will provide materials on opposing viewpoints on controversial issues to enable students to develop necessary critical thinking skills to discriminate between users of information and productive members of society and global leaders.

8. GIFTS AND DONATIONS

- a. Gifts and donations to NMA's Hnub Tshiab Library are accepted with the understanding that the decision for use and disposition of the materials and/or funds will be determined using the same selection criteria as purchased materials. All materials should support the curriculum and needs of library users. Gifts and donations, like purchased resources, will be removed from the collection at the end of their useful life.

9. COLLECTION MAINTENANCE AND WEEDING

- a. Annually, the Librarian will conduct an inventory of NMA's Hnub Tshiab Library collection and equipment. The inventory can be used to determine losses and remove damaged or worn materials which can then be considered for replacement. The inventory can also be used to deselect and remove materials that are no longer relevant to the curriculum or of interest to students. Additionally, the Librarian should develop a collection maintenance plan that includes systematic inspection of materials that would result in weeding outdated, damaged, or irrelevant materials from the collection.

10. RECONSIDERATION

- a. Community members will voice concerns or submit formal complaints to library materials. NMA's Hnub Tshiab Library will have a procedure in place to handle these objections. This procedure should establish the framework for registering a complaint that provides for a review process with appropriate actions while defending the principles of freedom of information, the right of patrons to access materials, and the professional responsibility and integrity of the Librarian involved in the selection process. The principles of intellectual freedom are inherent in the First Amendment to the Constitution of the United States and are expressed in the Library Bill of Rights, adopted by the Council of the American Library Association. If materials are questioned, the principles of intellectual freedom should be defended rather than the materials.
- b. Despite the careful selection of library resources and the qualification of those involved in the selection process, objections to library resources that are deemed offensive or inappropriate may occur. Any employee, student, parent and/or community member of NMA may express an informal concern or formal request for reconsideration of a library resource.
- c. Informal complaints:
 - i. Persons with a complaint (complainant) about library print or digital resources should state their concerns to the Librarian or Principal. The



Librarian or Principal will listen attentively to the concerns and attempt to resolve the issue informally. As part of the discussion, the school employee will explain the library's selection policy, selection criteria, diversity of the collection with resources from many points of view, and the selection process. Additionally, each parent/guardian has the right to determine the appropriateness of library resources for their children and should accord the same right to other families.

- ii. If the complaint is not resolved informally, the Librarian or Principal will explain the formal reconsideration process and provide the individual with a copy of the school district's library selection policy with reconsideration procedures and a request for reconsideration of library resources form. If there is concern about multiple items, a separate form must be completed for each item. All complaints to staff members shall be reported to the building principal, whether received by telephone, letter, or in personal conversation. No library resources should be removed or restricted from use as a result of the informal complaint.

- d. If the completed and signed formal request for reconsideration form has not been received by the principal within two weeks, the matter shall be considered closed.

11. REFERENCES

- a. American Library Association - Library Bill of Rights
- b. American Library Association - Access to Resources and Services in the School Library Program
- c. American Library Association - The Students' Right to Read statement

