

Poe Elementary School



Library Media Center

Poe Elementary Library provides safe and equitable access to physical/digital resources and support that empower students, faculty and staff members to be curious, critical, innovative and thoughtful in their academic and personal pursuits.

Each class has a weekly half-hour time slot for visiting the library and the option to sign up for additional time for research or other projects. During the weekly library time, students enjoy a mini lesson or read aloud and check out the books of their choice. Aside from facilitating classes, the librarian focuses on planning various types of library programming, collaborating with teachers to support IB units and maintaining the library's collection using the policy detailed below.

Selection Criteria

The librarian utilizes professional judgment and expertise in making decisions related to collection development (choosing titles, quantities and organization of materials). Relevant materials in a variety of formats are chosen with the help of a variety of different reputable selection tools, including but not limited to national and Texas-based awards lists, publisher and vendor catalogues, and professional periodicals /other related publications. Item selection is based upon:

- Evaluation of the current collection (from both an academic and interest-based standpoint);
- Physical space limitations;
- Needs of and requests by students, teachers and staff;
- Results of surveys and interviews of library stakeholders;

- Available budgets.

Items in consideration are evaluated using the following criteria, which needn't all be met:

- Does the item support curriculum?
- Is the information presented in the text accurate and from a reputable source?
- Has the book garnered professional or critical acclaim?
- Is the scope of the material sufficient? Are all views accounted for, even if they are not fully explored?
- Is it age and developmentally appropriate for students?
- Does it fill a hole or correct an imbalance in the collection?
- Will the material be popular and widely circulated?

Collection Evaluation and Assessment

A Library Committee consisting of the librarian, one administrator, an upper elementary teacher, a lower elementary teacher, one student and one parent will evaluate the LMC's collection once in the middle of the school year and again at the end of each school year. The committee will also meet to re-evaluate and update the Collection Development Policy or review Reconsideration Requests as needed.

Weeding Policy

As the library grows and materials become dated, damaged or lost, disposal or replacement will be evaluated through an ongoing process referred to as weeding. The librarian will determine whether or not:

- The item can be replaced;
- A different format or item may better serve the same purpose;
- The item is circulated enough to warrant replacement;

- A newer or updated item can replace it;
- The item is historically valuable.

If an item can be repaired or replaced and is worth the time and funds it takes to do so, it will be. If it is ultimately determined that the item should be discarded, it will be offered to teachers for inclusion in classroom libraries, to families for home use or donated to charity.

Though this process happens organically throughout the school year and even on a daily basis, the entire collection will be thoroughly cleaned out once every five years.

Intellectual Freedom and Challenges

Poe Elementary School Library Media Center is wholly committed to the intellectual freedom of its users and pledges to uphold the rights of all users per the American Library Association's Bill of Rights, which states that users are entitled to free access to a wide range of resources from different viewpoints without bias from the librarian or societal censorship pressures.¹

Should a patron wish to challenge an item in the library's collection for any reason, he or she will complete a Request for Reconsideration of Library Material and submit it to the librarian for consideration by the Library Committee. The committee will respond in two to three weeks.

¹ "Library Bill of Rights," *American Library Association*, accessed June 22, 2014, <http://www.ala.org/advocacy/intfreedom/librarybill>.

References

Gregory, Vicki L. *Collection Development and Management for 21st Century Library Collections*. New York: Neal-Schuman Publishers, 2011, p. 49.

"Librarian's Handbook" Houston Independent School District. Accessed June 22, 2014.
<https://www.google.com/url?sa=t&rct=j&q=&esrc=s&source=web&cd=1&ved=0CB0QFjAA&url=http%3A%2F%2Fwww.houstonisd.org%2Fsite%2Fhandlers%2Ffiledownload.ashx%3Fmoduleinstanceid%3D36442%26dataid%3D65165%26FileName%3DLibrariansHandbook3.doc&ei=6r-qU-f4C8WHyAT3iYCIAQ&usg=AFQjCNEZkyGDM4C0gYJHnj479CkctxZQ4Q&sig2=NBKQihOr01iyIz3Vtr8oVw&bvm=bv.69620078,d.aWw&cad=rja>

"Library Bill of Rights." *American Library Association*. Accessed June 22, 2014.
<http://www.ala.org/advocacy/intfreedom/librarybill>.

Author: _____ Type of Material: _____

Title: _____

Publisher (if known): _____

1. Did you read and examine the entire item? If not the whole item, what parts?
2. What do you feel might be the result of using this item?
3. For what age group would you recommend this item?
4. Do you feel there is any value in this item?
5. To what in the item do you object? Please be specific.
6. Have you had an opportunity to discuss the use of this item with a staff member?

Request Initiated by: _____ Phone: (____) ____ - ____

Address: _____ Zip Code: _____

Signature Date: ____ / ____ / ____

Please return to Ms. Silverman in the library or at asilverm@houstonisd.org.

The Library Committee will contact you regarding the decision within three
weeks.

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Request for Reconsideration of Library Material



Schuman Publishers, 2011, p. 49.