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**Manning Primary School**

**Collection Development and Management**

*The primary responsibility for selecting materials for the library media center is that of the library media specialist, under the supervision of the principal. The patrons are encouraged to offer recommendations of materials to be considered for inclusion into the collection.*

Selection:

* The number one criteria for materials selection is the needs of students. If a potential item does not meet the learning needs of students, that item will not be added to the library collection. Items may meet direct classroom learning needs, add to the professional ability of teachers, or otherwise contribute to learning standards set forth in the South Carolina College and Career-Ready Standards.
* The library media specialist is responsible for the selection of new materials to be added to the collection. The library media specialist welcomes requests from patrons, and will take requests into consideration when purchasing new materials. Students, faculty members and parents are encouraged to request materials and offer input to aid the in selection, but final decisions will reside with the LMS. Items purchased must conform to specific guidelines for purchase including, but not limited to age appropriateness, reading level, educational value, reliability/ authority of sources, cost effectiveness, sustainability, etc.

Deselection:

* The act of removing materials from the library is a necessary practice in order to preserve the quality of the collection by removing items that are outdated, worn/ broken or no longer needed. This also frees up space for materials that will better serve the patrons.
* The library media specialist will use the CREW method throughout the year to remove items on an as needed basis. At the conclusion of each school year, the library media specialist will conduct a large scale weeding project to remove items that need removed, but have been missed. The library media specialist will use the MUSTY acronym to determine weeding. Items will be removed if they are: misleading or obsolete, ugly or worn out (physically unappealing), superseded by a newer version, trivial, or the collection no longer needs the item.

Criteria for Selection:

*The following criteria are recommended as a guide to selecting the best resources for the library media center*:

* Literary and artistic excellence;
* Lasting importance or significance to a field of knowledge;
* Support of the curriculum and the educational goals of the school;
* Favorable reviews found in standard selection sources;
* Favorable recommendations by educational professionals based on preview and examination of materials;
* Reputation and significance of the author, illustrator, or publisher;
* Timeliness of the material;
* Contribution to the diversity of the collection on controversial issues;
* Contribution to multicultural awareness;
* Appeal to the library patrons; and
* Suitability for intended use.

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Selection Process:

* The library media specialist will solicit requests and suggestions from all members of the educational community—students, parents, teachers, administrators, and community leaders. Reviews will be collected for titles under consideration.
* Weeding of the collection to remove materials that are outdated or no longer appropriate is a part of the selection process to ensure that the collection is as current as possible and continues to meet the information and recreational reading needs of all patrons.
* All donated materials will be subject to the same selection criteria as purchased materials.

Donated Materials:

The Manning Primary School library media center welcomes gifts to our collection. All donations will be acknowledged. All donations will be subject to the same selection criteria as purchased resources. If any donation is not selected for inclusion in the collection, the gift material will be passed on to a more appropriate recipient.

Challenged Materials

*Manning Primary School Library strives to uphold the principles set forth by the American Library Association*.

* All complaints/ challenged material will be recorded by the LMS for reference purposes and reported to the principal. Patrons wishing to formally challenge can submit a formal complaint. A form must be completed and submitted to the LMS before the material will be considered for removal.
* Procedure for Reconsideration Submission of formal complaint to LMS. Reconsideration committee will be formed. A date will be set for the hearing providing time for the committee to review the item under consideration. Committee members, as well as complainants, are encouraged to read the item in its entirety. The committee will vote on removal or retention of the item in question and report the majority ruling to the principal. The principal will present the ruling to the board. Items chosen for removal will be removed immediately unless the decision is reversed in an appeal.