



## **Cortland Enlarged City School District**

### **Library Collection Development Guidelines**

#### **OUR LIBRARY MISSION:**

The Cortland Enlarged City School District Libraries are committed to providing equitable access to resources in all formats in order for students and staff to inquire, collaborate, curate, explore, and engage to become effective users and producers of ideas and information in a global society.

#### **Building Library Vision Statements:**

##### **Barry Primary School:**

Our students will be equipped in identifying parts of a book along with the role that both an author and illustrator has in creating a book. Students will learn the difference between fiction and nonfiction while finding “just right” books to become lifetime library users. Students will be equipped with the skills to find a book using the author’s last name while asking questions about topics that interest them.

##### **Smith Intermediate School:**

Our students will be equipped to use physical and digital tools to locate information relevant to them including navigating databases, the library catalog, and using call numbers to locate books. They will use the information that they gather ethically and will share it with others in personal projects which respect copyright laws.

##### **Randall Middle School:**

Our students will be equipped to evaluate information in different formats while doing research for personal and curricular interests. Students will extend their thinking through exploration using inquiry skills to locate, synthesize, collaborate, present information and cite sources.

##### **Jr./Sr. High School:**

Our students will be equipped to attain knowledge and skills to become information literate, accomplished readers, independent learners, critical thinkers, creative problem solvers, informed citizens, to become full members of the learning community and lifelong learners.

## **DISTRICT**

## **Mission**

"The Cortland Enlarged City School District values all community members as partners in creating a positive learning environment for all students. This environment prepares all students to reach their fullest potential in becoming life-long learners, and successful, contributing members of the society in which they live."

## **Vision**

Success is the product of a mutually supportive partnership between the school, family and community. Students and staff take pride and accept responsibility for the school, creating a safe and supportive environment. It is a culture where all are welcomed and accepted and interactions are positive and productive.

Our instructional environment is engaging and relevant and reflects the best practices in instructional design and delivery, including 21st century skills. It allows teachers to work collaboratively within professional learning communities, promotes student engagement and participation in the school community and challenges and supports students at the individual level.

The instructional environment is progressive and authentic through the use of technology and project based learning, promotes independent thinking and ensures teachers and students are continuous, self-directed learners.

Our instructional environment uses assessment to drive instruction and results in all students graduating.

## **Objectives**

Cortland Enlarged City School District libraries are 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", the American Library Association's Freedom to Read statement, and The Students' Right to Read statement of the National Council of Teachers of English (Appendix 1).

The Cortland collections:

- Support the learning and instructional needs of the school community.
- Position the library as a partner in lifelong learning.
- Provide a diverse collection to support and encourage diverse readers
- Respect the individuality and privacy of every patron and support their reading needs
- Offer a variety of books to support a student's lifelong interest in reading.

## **Acquisition Procedures**

- Responsibility for the selection of library materials rests with professionally trained library personnel and final purchases are approved by Cortland Enlarged City School

District administration as indicated in Cortland Enlarged City School District Board of Education policy.

- Professional library personnel may accept recommendations from the school community, as appropriate.
- Gifts and donated materials shall be judged by the selection criteria and shall be accepted or rejected according to those criteria.
- 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.
- Selection Criteria

Materials should:

- Support and enrich the curriculum and/or students' personal interests and learning.
- Meet high standards in literary, artistic, and aesthetic quality; technical aspects; and physical format.
- Balance cost with need, considering current availability within the district, nearby schools, region, and network, longevity of use, and relation to the existing CECSO collection.
- Be appropriate for the subject area and for the age, emotional development, ability level, learning styles, and social, emotional, and intellectual development of the intended audience for whom the materials are selected.
- Incorporate accurate and authentic factual content from authoritative sources.
- Earn favorable reviews in standard reviewing sources (SLJ, Hornbook, Kirkus, Book Review, Junior Library Guild) and/or favorable recommendations based on preview and examination of materials by professional personnel.
- Represent differing viewpoints on controversial issues without promoting intolerance, prejudice, or discrimination against protected persons or groups.
- Provide a global perspective and promote inclusion and diversity by including materials by authors and illustrators of all cultures.
- Demonstrate physical format, appearance, and durability suitable to their intended use.

## **Deselection Procedures**

- CECSO professional library staff will evaluate collections regularly for deselection purposes.
- Recommendations for deselection may involve library staff, teachers, and district administration.
- Decisions for deselection will be made by CECSO professional staff based on deselection criteria and data collected during the evaluation process.

Decisions for deselection will include ongoing considerations of the selection criteria as well as:

- Usage
- Relevance
- Accuracy
- Currency
- Condition

- Format

## **Reconsideration of Challenged Materials**

Despite the care taken to select diverse, quality materials for student and teacher use and the qualifications of those involved in the selection process, objections to library resources that are deemed offensive or inappropriate may occur. District residents, employees, parents, and students of CECSO may express an informal concern or formal request for reconsideration of a CECSO library resource.

### **Informal Complaints**

Persons with a complaint about print or digital resources purchased by CECSO LIBRARY should state their concerns to the librarian and/or principal. The librarian and/or principal will provide the complainant with the district's collection development guideline, challenged materials procedure, and, if needed, a copy of the resource in question. The following conversation can include discussion of 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 other families should be accorded that same right.

If the complaint is not resolved informally, the librarian and/or principal will explain the formal reconsideration process and provide the Request for Reconsideration form. If there is concern about multiple items, a separate form must be completed for each item.

If the completed and signed Request for Reconsideration form has not been received by the librarian and/or principal within seven business days from the time the complainant receives the form, the matter shall be considered closed. No library resources shall be removed or restricted from use as a result of the informal complaint.

### **Formal Request for Reconsideration**

The following procedures should be followed if, after informally discussing the questioned resource, no resolution is reached.

1. The complainant will be offered a packet of materials which includes Cortland Enlarged City School District vision/mission statement, Cortland Enlarged City School District Collection Development Guidelines, Request for Reconsideration form, and the Library Bill of Rights.
2. The complainant is required to complete and submit the reconsideration form to the CECSO District Clerk at the Kaufman Center within seven business days.
3. If a completed reconsideration form is not submitted within seven business days the matter is considered closed.
4. Upon receipt of the form, the librarian will notify and provide a copy of the reconsideration form with the following individuals:
  - a. Superintendent, Curriculum Leader
  - b. Building Administrator
  - c. Cortland Enlarged City School District Reconsideration Committee/Library Advisory Committee

5. The work in question will remain accessible and in circulation until a formal decision is made.
6. The Reconsideration Committee /Library Advisory Committee will be appointed by the Director of Curriculum and Instruction and will consist of the librarians in the district, parents, teachers, community members and administrative representatives.
7. The Cortland Enlarged City School District librarian will secure copies of the resource for the committee to review.
8. The Director of Curriculum and Instruction will provide the reviewing committee with a packet of materials which includes Cortland Enlarged City School District vision/mission statement, Cortland Enlarged City School District Collection Development Guidelines, the Library Bill of Rights, the completed reconsideration form, reviews of the resource being reconsidered, and a list of awards or honors, if any. This packet may be created with assistance from the O2CM BOCES SCHOOL LIBRARY SYSTEM, the New York State Division of Library Development, and/or the American Library Association's Office for Intellectual Freedom.
9. The Reconsideration Committee/ Library Advisory Committee will schedule a formal reconsideration meeting within seven business days after the Director of Curriculum and Instruction receives the written request for reconsideration. The meeting itself may occur outside of this seven-day period in order to accommodate committee members' availability.
10. The (Reconsideration Committee or Library Advisory Committee) will follow the procedures listed below:
  - a. At the initial meeting, the committee will review reconsideration committee guidelines and procedures.
  - b. A member of the committee should keep minutes.
  - c. All committee members should fully review the resource (read or view the entire work) before voting.
  - d. The committee reserves the right to use outside expertise if necessary to help in its decision-making process.
  - e. The complainant may make an initial verbal presentation about the resource under reconsideration at the start of the initial meeting or may choose to share only the written form. The complainant is asked to provide sources for quotes and statistics used during this presentation.
  - f. The complainant may not participate in or observe the committee's deliberations unless invited to do so by the committee.
  - g. During the initial or subsequent meetings, the committee will make its decision determined by the simple majority to retain, move the resources to a different level, or remove the resource.
  - h. The committee's written decision (including a minority report if needed) shall be presented to the complainant, school/district administrators, and Board of Education within seven business days after the decision is made.
11. If the complainant is not satisfied with the decision, a written appeal can be made within seven business days to the Cortland Enlarged City School District Board of Education. This request should be delivered to the office of the Cortland Enlarged City School District Superintendent.
12. The procedures for an appeal to the Cortland Enlarged City School District Board of Education will be as follows:
  - a. An appeal of the decision made by the Reconsideration Committee/ Library Advisory Committee must be delivered by the complainant in writing to the Cortland Enlarged City School District Superintendent within seven business days of notification of the committee decision.

- b. The Director of Curriculum and Instruction will provide the board with copies of the original Request for Reconsideration form, Cortland Enlarged City School District vision/mission statement, Cortland Enlarged City School District Collection Development Guidelines, the Library Bill of Rights, and a copy of the written recommendation of the Reconsideration Committee/Library Advisory Committee. This may be done via email or other electronic means.
  - c. The Board reserves the right to use outside expertise if necessary to help in its decision making.
  - d. A decision on the complaint will be made at a regular meeting or special meeting within 60 days of receipt of the written appeal.
13. The board decision will be final, and the Cortland Enlarged City School District Superintendent will implement the decision.
14. Reconsideration of the item for substantially similar concerns will not be entertained for a period of five years after a decision has been made.

## Sources

LIST ANY OTHER SOURCES YOU USED TO CREATE THESE GUIDELINES HERE

ALA Office for Intellectual Freedom. *Selection & Reconsideration Policy Toolkit for Public, School, & Academic Libraries*. American Library Association, January 2018, <http://www.ala.org/tools/challengesupport/selectionpolicytoolkit>

Mardis, Marcia A. *The collection development program in schools*. 6<sup>th</sup> ed., Libraries Unlimited, 2016.

Created: June 2022

## **Appendix 1**

### **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.
- VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

<https://www.ala.org/advocacy/intfreedom/librarybill>

### **Interpretations of the Library Bill of Rights**

<https://www.ala.org/advocacy/intfreedom/librarybill/interpretations>

### **Interpretations of the Library Bill of Rights: Access to Resources and Services in the School Library**

The school library plays a unique role in promoting intellectual freedom. It serves as a point of voluntary access to information and ideas and as a learning laboratory for students as they

acquire critical thinking and problem-solving skills needed in a pluralistic society. Although the educational level and program of the school necessarily shapes the resources and services of a school library, the principles of the Library Bill of Rights apply equally to all libraries, including school libraries. Amended 2014.

Full statement at

<https://www.ala.org/advocacy/intfreedom/librarybill/interpretations/accessresources>

**American Library Association: The Freedom to Read Statement**

<https://www.ala.org/advocacy/intfreedom/freedomreadstatement>

**The Students' Right to Read statement of the National Council of Teachers of English**

<https://ncte.org/statement/righttoreadguideline/>



## Appendix 2

# Cortland Enlarged City School District Request for Reconsideration Form

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Responsibility for selection and evaluation of Cortland Enlarged City School District library materials has been delegated to the School Library System Director and professional staff, and reconsideration procedures have been established to address concerns about those resources. Completion of this form is the first step in those procedures.

If you wish to formally request reconsideration of Cortland Enlarged City School District library resources, please return the completed and signed form to the Director of Curriculum and Instruction at the following address:.

Cortland Enlarged City School District  
Kaufman Center  
1 Valley View Dr.  
Cortland, NY 13045

Date \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State/Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Do you represent yourself? \_\_\_\_

Or an organization? \_\_\_\_ Name of Organization \_\_\_\_\_

1. Resource on which you are commenting:

Title \_\_\_\_\_

Author/Creator \_\_\_\_\_

Publisher \_\_\_\_\_

In which section and school library collection is this resource located? \_\_\_\_\_

2. What brought this resource to your attention?

3. Did you read, view, or listen to the entire work? \_\_\_\_ Yes \_\_\_\_ No  
If not, what sections did you review?

4. What specific pages or parts concern you about the resource?

5. What do you feel might be the result of reading, viewing, or listening to this work?

6. For what age group would you recommend this work?

7. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?

8. What action are you requesting the committee consider?

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Signature of the complainant

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Date

*Adapted by Cortland Enlarged City School District 2022 from Ginger Tebo - SLL BOCES*