

## **LIBRARY RESOURCES**

### **Hopkins Library Media Center:**

The primary objectives of the Hopkins Library Media Center are to enrich students' lives with a variety of diverse texts; to support the educational curricula at HA with text, research, technology, and support; and to provide a safe and welcoming space for all students.

### **Selection Policy:**

The selection of all library materials is the responsibility of the librarian.

The librarian will research, survey, communicate with teachers, and recommend materials to be included in the school library. A spreadsheet of materials with title, author, links, indication of F or NF, and a short summary will be forwarded to the principal.

To ensure a well-balanced coverage of subjects, opinions, formats, and a wide range of materials, the library collection will be gaged using Titlewave and catalog reports, looking at text according to the Dewey classifications, and curricula foci, the Massachusetts State Frameworks, and the diverse interests and needs of the students and staff. Students and staff will be consulted regarding what they would like added to our collection.

*In accordance with the District's policy of providing instructional materials on opposing sides of controversial issues, it should be noted that neither the media centers nor the District serve as advocates for the ideas expressed in any materials, nor does the presence of any material indicate automatic endorsement of the ideas expressed therein.*

Note: Hopkins participates in MassCat, a consortium of libraries across the state that includes school libraries, academic libraries, and public libraries. Students at HA are eligible to borrow materials from participating libraries. Parents have the right to opt their children out of the consortium.

**Library Association's Bill of Rights** for School Library Media Programs asserts that the responsibilities of the School Library and Technology Center are:

1. To provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities, and maturity levels of the students served.
2. To provide materials in an appropriate and current format to effectively teach the curriculum.
3. To provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards.
4. To provide a background of information which will enable students to make intelligent judgments in their daily lives.
5. To provide materials on opposing sides of controversial issues so that young citizens may develop, under guidance, the practice of critical analysis of all media. (The Hadley School Committee does not necessarily endorse opinions expressed in library materials.)
6. To provide materials reflective of the pluralistic nature of a global society.

7. To place principle above personal opinion and avoid prejudice in selection of materials of the highest quality in order to assure a comprehensive collection appropriate for the users of the library and technology center.
8. To anticipate and meet needs through awareness of subjects of current interest.
9. To provide materials with a recent copyright date as appropriate to the subject.
10. To ensure that all ESL programs have a diverse and wide range of materials available. The Hadley School Committee recognizes that the final decision as to what materials an individual student will use rests with that student's parents/guardians. However, at no time, will the wishes of one child's parents/guardians to restrict his/her reading or viewing of a particular item infringe on other parents/guardians' rights to permit their child to read or view the same material.

Selection criteria should support the curriculum and/or interests of students, staff, and families, taking into account the diverse interests, age levels, ability levels, learning styles, and emotional and social development levels. Materials should encourage appreciation for both informational and recreational reading, viewing, or listening.

The same thought and care given to selection of materials will be exercised in weeding so that collections remain current and useful to the school community. ALA standards for weeding the non-fiction collection will be followed. Worn, damaged, or missing items basic to the collections will be replaced periodically.

#### **Re-evaluation (Weeding) of Library Resources:**

The continuous review of library/media center materials is necessary as a means of maintaining a useful and active collection. As new materials are selected and added, some older materials are withdrawn. The responsibility for determining which materials are to be withdrawn rests with professional staff. Among the reasons for withdrawing an item are the following:

- Curricular changes have rendered superfluous some materials (or multiple copies of materials) formerly used but no longer in demand.
- Some materials contain factual material that is no longer accurate nor current.
- Some materials intended for recreational reading have become dated or unattractive and are no longer in demand. (Some such books, which are deemed "standards" or "classics", will be retained even though they rarely circulate).
- Some materials have become worn out, damaged or physically deteriorated and have lost utility and/or appeal.
- Some materials have been superseded by newer items, which present the same information, but in superior format.

Withdrawn library/media center materials are processed in one or more of the following ways:

- Made available to be used as resource or supplementary material by teachers.
- Offered to other media centers in the District, as it is possible that a material, which lacks utility in one building, may have some usefulness in another.
- Contributed to appropriate charitable or educational agencies.
- Discarded, when warranted.

Continuing evaluation is closely related to the goals and responsibilities of library/media centers and is a valuable tool of collection development. This procedure is not to be used as a convenient or expedient means to remove materials presumed to be controversial or likely to be disapproved by segments of the community. Materials are not to be proscribed or removed because of actual or potential partisan or doctrinal disapproval, nor because of the origin, background, or views of those contributing to their creation.

**The collection is periodically evaluated** to maintain a collection that is current, appropriate and useful. Traditional guidelines of appearance, duplication, accuracy or currency of content, and circulation statistics are noted; however, content related to the curriculum and primary source material may cause an item to be retained despite violating the traditional guidelines. The final decision concerning the removal or replacement of resources rests with the Library Director. Our weeding practices follow [CREW Guidelines](#).

### **Disclosure of Information/Privacy of Circulation Records**

Circulation records shall not be made available to anyone except pursuant to such process, order, or subpoena as may be authorized by law.

Adopted By:

The Hadley School Committee: September 22, 2014

Reviewed January 27, 2020

Reviewed and approved by

The Hadley School Committee: April 24, 2023