

Collection Development Plan

for the Library of

(Name of School)

For the Three Years from

_____ to _____

(Date)

“The limits of my language are the limits of my world.”

- Ludwig Wittgenstein, Philosopher -



Calgary Board of Education

Statement of Responsibility

The principal of the school is ultimately responsible for the school library program. Our school has delegated authority to:

Please list the name(s) of the teacher -librarian, teacher-librarian designate or committee who will be most responsible for coordinating the selection of resources, deciding on new acquisitions, and planning for the ongoing development of the collection.

Principles and Criteria for Selection

The CBE Educational Resources and Services Department has district responsibility for facilitating the evaluation of resources for school library collections and school community involvement.

Sources

Our school will use the following sources for selection of materials. (Please prioritize for your particular school).

___ Recommended Resources listings for elementary and secondary schools are produced on a regular basis in both English and French. This would be the first resource to be used in selecting resources for our schools.

___ CRCD (Core Resources for Collection Development, K-12). Available from Evaluation/Selection Educational Resources and Services (email Marie Nelson mjnelson@cbe.ab.ca).

___ Purchasing paperbacks from ULS (using the Recommended Resources listing as a guideline).

___ Other: _____

Evaluation Criteria

Our school will use the following guidelines for the evaluation of resources:

- ✓ Resources will exemplify the highest possible literacy and artistic quality.
- ✓ Resources will support and be consistent with the general educational goals of the province, the district, and our school's development and renewal plan.
- ✓ Resources will be accurate and current.
- ✓ Resources will take into consideration the varied interests, abilities, learning styles, special needs, and maturity levels of students.
- ✓ Resources will have a physical format, appearance, and technical design which is suitable for their intended use.
- ✓ Resources will be identified to provide varying points of view in order to allow schools to develop balanced collections.
- ✓ Resources will be selected to reflect the cultural and social diversity of our society.

Refer to detailed criteria found in *Guidelines for Evaluation of Learning Resources, 1998*

Specific Criteria

Specific criteria our school uses when selecting for various parts of the collection:

Hard Copy Resources:

Picture Books _____

Paperbacks _____
(ie. The majority of our novels will be purchased in paperback format when available.)

Periodicals _____

Reference Materials _____

Other _____

Electronic Resources:

CD ROMs _____

Online Databases _____

Videos and DVDs _____

CDs _____

Other _____

The following are involved in selection of resources: _____

(ie. All teachers, the selection committee, students, parents.)

The process we use for final selection decisions is as follows: _____

This is our strategy for addressing:

Duplicate copies: _____

Gifts: _____

Suggestions: _____

Local Purchases: _____

Assessing the Collection

Our development and selection of resources is based on an assessment of the existing collection's ability to contribute to the attainment of the goals of our school.

In order to assess specific areas of the collection, to identify current and anticipated needs, and to provide procedures for improving the relevancy of the collection, we will use:

- ✓ The Collection Analysis form found in the appendix.
- ✓ The Needs Analysis form found in the appendix.

We will use the following strategies to assess our collection:

- ___ With teachers and students resulting from feedback during inquiry projects.
- ___ Involve whole staff in weeding selected areas.
- ___ Interview teachers of individual programs or subjects
- ___ Ensure that staff, parents and students are aware of criteria and welcome suggestions or input.

Collection Renewal (Weeding)

The priorities and procedures for weeding our school library are:

(ie. Indicate when, who, why, etc.)

- 000 _____
- 100 _____
- 200 _____
- 300 _____
- 400 _____
- 500 _____
- 600 _____
- 700 _____
- 800 _____
- 900 _____
- Fiction _____
- Picture Books _____
- Almanacs/Yearbooks _____
- Encyclopedias (print or electronic) _____
- Periodicals/Newspapers _____
- Professional Library _____

Weeding Procedures

When _____
 ___ Continuously _____

___ Intermittently _____

___ Periodically _____

Weeding Follow-Up

1) Weeds that are of no use to our school or any other school will be _____

2) Weeded resources appropriate for use by other schools or individuals will be _____

(For assistance with this, see Weeding the School Library Collection document, Appendix C of the Teacher-Librarian Resource Manual, 1998.)

Networking

Our library has a cooperative relationship with:

Other system libraries _____

Professional Resource Centre _____

Video Loan Pool _____

CBE Library (Online) _____

Intellectual Freedom

Our statement regarding intellectual freedom is as follows: _____

(For assistance with this, see Appendix E of the Teacher-Librarian Resource Manual, 1998 and Administrative Regulations 3012 Program Issues and Challenges.)

Statement on Copyright

All resources in our collection and all users of our collection are expected to adhere to current Canadian copyright legislation.

Conclusion

This plan will be reviewed and discussed annually with all teachers, students, teachers and administrators, including provision for school council input. The plan will then be shared with the entire learning community.