

# **COLLECTION DEVELOPMENT POLICY**

## **DOCTORS CHARTER SCHOOL OF MIAMI SHORES MEDIA CENTER**

### **Philosophy Statement**

It is the primary responsibility of the Doctors Charter School Library Media Center to insure that students and staff are effective users, consumers, and producers of information and ideas. In addition, it is our goal to provide intellectual and physical access to a wide variety of materials in all formats to all members of the school community. The immediate goal is research-based teaching. To achieve this goal, the library media specialist and teachers collaborate as teaching partners. Strategies used include information literacy skills to access, organize, evaluate, and present information from a variety of sources.

### **Selection Criteria**

The library media center will contain a comprehensive collection of teaching/learning resources that will enable students and staff to use information and ideas effectively and enable the school to achieve its goals.

### **Purposes of the Collection**

The library media collection serves the following functions:

- Supports the instructional program and school objectives
- Provides information resources for all areas of knowledge
- Meets the personal and recreational needs of students
- Supports the professional needs of teachers and administrators
- Introduces new instructional technologies into the learning environment

### **Selection Guide**

The library media center uses the following selection guides to ensure that materials and resources available to our students are diverse, objective, and of superior quality:

Professional journals  
Equipment Guides  
Professional websites

The library media specialist also attends professional meetings and conferences to examine and become aware of new materials.

### **Funding**

The library media specialist submits an annual budget. Funding sources may include school operating funds, EESAC funds, donations, and fundraising proceeds.

## **Staff Participation**

Teachers are encouraged to provide input into the collection selection process. Needs assessments are distributed to teachers at least annually, with constant communication between the media specialist and faculty throughout the year regarding collection requests to support the curriculum.

## **Review Policy for Challenged Materials**

Although care is taken to use professional selection criteria when choosing materials for the library media collection, citizens may, on occasion, request that an item be reconsidered. Should such a complaint arise, the due process procedures established in School Board Rule 6Gx13-6A-1.26 will be implemented. Our School Material Reconsideration Committee (SMRC) will be selected at the beginning of each year and will consist of the following members, at a minimum:

- One administrator
- One library media specialist
- One teacher of the grade level of the complainant's child
- One grade level chairperson
- One guidance counselor
- One member of the PTA/PTSA board
- One representative at the middle school level
- One representative at the high school level

Generally, the EESAC serves in this role, with the addition of a additional teachers/guidance counselor should the need arise.

## **Weeding Policy**

In order to maintain a collection that is current and relevant to the changing needs of the curriculum and students, a watchful eye is kept for materials and equipment that are damaged, obsolete, or no longer educationally appropriate. These items are removed from the collection and discarded.