

## **Tamalpais High School Library Collection Policy**

### **INTRODUCTION**

The purpose of the collection policy is to ensure that the library staff has a clear set of guidelines to develop the library collection at Tamalpais High School. Any other interested individual may peruse this policy.

Tamalpais High School Library serves the students and staff of the school. Students are in grades 9-12.

### **Library Program Mission of Tamalpais High School**

The mission of the Tamalpais High School Library Program is to ensure that library resources and services are a vital part of every student's continuous learning experience.

1. To introduce students to the library media center, its personnel, services, and resources.
2. To provide guidance in the proper care of library materials and behavior consistent with responsible citizenship.
3. To produce readers who enjoy reading and read for various reasons. These reasons include enjoyment, study, and activity-oriented processes that may or may not directly relate to classroom assignments.
4. To introduce students to a variety of good literature and to continually expand the reader's choices of materials.
5. To enable the student to become familiar with various literary genres.
6. To enable the student to recognize the purposes of literature: to inform, to entertain, and to interpret life.
7. To enable the student to become familiar with the location and arrangement of materials.
8. To enable the student to locate, analyze, evaluate, and incorporate information from a variety of sources for both curricular and personal purposes.

9. To introduce the student to media in a variety of formats to enhance learning, stimulate imagination, and promote critical thinking.

10. To enable the student to function fully and competently in the information-gathering process and to become an independent, life-long user of the library media center.

A complete copy of Tamalpais Union High School District Library Policy may be found at

<http://www.gamutonline.net/district/tamal/DisplayPolicy/577147/6>

Tamalpais High School Library supports intellectual freedom as described by the American Library Association. Moreover, Tamalpais High School supports the School Library Bill of Rights:

### **School Library Bill of Rights (from ALA)**

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

1. 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.
2. 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.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. 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.

Adopted June 18, 1948. Amended February 2, 1961, June 27, 1987, and January 23, 1980, by the ALA Council.

### **Copyright Issues**

Tamalpais High School Library shall comply with the provisions of United States Copyright Law. A complete description of local policies concerning copyright may be found at:

<http://www.gamutonline.net/district/tamal/DisplayPolicy/185974/6>

### **Collection Overview**

Tamalpais High School Library has been an integral part of the school since the school's opening in 1908. The collection is under continual development to support the school community's interests and needs. Materials include those that support the curriculum as well as those selected for pleasure reading. The library facilities are located at Tamalpais High School, 700 Miller Avenue, Mill Valley, CA 94941.

### **Collection Management Organization**

The librarian has the responsibility of developing and overseeing the collection. Budget, allocation and purchase procedures are determined by Tamalpais Union High School District. The librarian will consult documents such as California State Board of Education School Library Standards

<http://www.cde.ca.gov/ci/cr/lb/schlibrarystds.asp>,

Tamalpais UHSD curriculum guidelines and Tamalpais UHSD policies when managing the collection. The librarian may deselect materials by processes including the CREW method and other methods.

When selecting new and replacement materials for the collection, the librarian will refer to a variety of sources. The sources include professional journals such as Voices of Youth Advocates, School Library Journal, Young Adult Library Services Association, Horn Book and Booklist, professional retrospective tools such as H.W. Wilson's Senior High Core Collection, catalogs of major children's libraries and expert opinions of librarians, field specialists and educators. Priority will be given to those materials that are favorably reviewed in two or more selection aids. Generated lists of award nominees and winners are consulted such as the California Young Readers Medal nominees, Printz Award, ALA Quick Picks for Reluctant Readers and the Alex Awards.

Items not selected for the library would be those that received a negative professional review, textbooks, items of a sensational, violent or inflammatory nature and items that, though useful to a user, are more appropriately held by another local library.

## **General collection management and development policies**

### **Types of publications**

Tamalpais High School Library collects materials in the following formats:

- Books (Prefer hard-bound or library binding when available)
- Periodicals (paper and electronic)
- Newspapers (paper and electronic)
- Electronic Database subscriptions

### **Realia**

Realia is not collected.

### **Student collection**

Materials for the student collection are selected for grades 9-12 interest level and needs. This may include materials for research or materials for leisure.

**Professional collection**

Materials for the professional collection are selected primarily for staff use and can include curriculum-related materials as well as books with unusual formats.

**Gift policy**

Materials presented as gifts to the library are subject to the same kinds of collection criteria as purchased materials. The librarian may choose not to include a gift to the library.