



WESTLAKE ACADEMY

IB Continuum World School



2600 JT Ottinger Road, Westlake TX - WestlakeAcademy.org - Tel: 817-490-5757

Library Materials Collection Development Policy

This collection development policy applies to all library materials available for use or display, including the school libraries, classroom libraries, and online catalogs serving students in grades K-12 at Westlake Academy in Westlake, Texas.

Introduction

Westlake Academy is an IB Continuum School where students become compassionate, life-long learners through an internationally-minded, balanced education that empowers students to contribute to our interconnected world.

The Westlake Academy library strives to be the heart of the school and supports the Westlake Academy its mission by:

- Providing students and educators access to physical and digital resources that support the IB curriculum across all three Programmes: Primary Years, Middle Years, and Diploma.
- Fostering a culture of academic and personal reading that values texts representing diverse perspectives and respects students' freedom to read.
- Supporting student development of communication, research, and thinking skills for engaging with physical and digital resources.
- Collaborating locally and globally to create meaningful learning experiences.
- Maintaining a learning environment where students and educators can collaborate, inquire, and create while exemplifying the IB learner profile traits: inquirers, knowledgeable, thinkers, communicators, principled, open-minded, caring, risk-takers, balanced, and reflective.

Statement of Collection Purpose and Goals

The Westlake Academy Library is committed to supporting an International Baccalaureate education by providing a range of age-appropriate materials and resources that provide a global perspective and promote international mindedness, which is developed through the IB Learner Profile traits.



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Selection Objectives

- Enrich and support the Texas Essential Knowledge and Skills (TEKS) and curriculum established by Education Code, §28.002 (relating to Required Curriculum), while taking into consideration students' varied interests, maturity levels, abilities, and learning styles.
- Support the implementation of the International Baccalaureate curriculum for the Primary Years, Middle Years, and Diploma Years Programmes, including the culminating experiences for each program (PYP Exhibition, MYP Personal Project, and DP Extended Essay).
- Foster growth in factual knowledge, literary appreciation, aesthetic values, and societal standards.
- Encourage the enjoyment of reading, foster high-level thinking skills, support personal learning, and encourage discussion based on rational analysis.
- Foster personal inquiry and reading by selecting materials that appeal to a wide range of interests and perspectives appropriate for all grade levels (K-12).
- Represent the ethnic, religious, and cultural groups of the state and their contribution to Texas, the nation, and the world.
- Facilitate student development of international mindedness by selecting materials representing diverse experiences and perspectives.
- Provide materials in a variety of formats (print and electronic), allowing students experience with locating, accessing, and engaging with a range of sources.

Responsibility for Collection Development

Westlake Academy employs two librarians, one for PYP (K-5) and one for MYP & DP (6-12). Both librarians are certified teachers. At least one librarian holds a Masters in Library Science and School Librarian certification. The librarians collaborate to select materials for the Westlake Academy Bradley Library. Library materials are selected cooperatively by the librarian in consultation with the Westlake Academy community (students, teachers, administration, counselors, staff) and with consideration of parent/guardian recommendations.

Communications and Input

The Westlake Academy Bradley Library values transparency, and library services are designed to enable individuals to find information they seek.

The Westlake Academy online catalogs are publicly available on the school's library websites. Catalog records include information about titles and where they can be accessed.



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Westlake Academy's library program seeks to partner with parents by

- Providing the school's current collections development policy on the school website.
- Offering effective communications opportunities and makes information about access to the school library policies available on the Westlake Academy website.

The Westlake Academy library program will offer the following ways for students, parents, educators, and community members to offer feedback on library materials and services by directly contacting the librarians.

Compliance Requirements

Westlake Academy's collection development procedures comply with all applicable local, state, and federal laws and regulations, including:

- Recognizing that parents are the primary decision makers regarding their student's access to library material;
- Prohibiting the possession, acquisition, and purchase of harmful material, as defined by Penal Code, §43.24, library material rated sexually explicit material by the selling library material vendor under Education Code, §35.002, or library material that is pervasively vulgar or educationally unsuitable as referenced in Pico v. Board of Education, 457 U.S. 853 (1982);
- Recognizing that obscene content is not protected by the First Amendment to the United States Constitution;
- Prohibiting the removal of material based solely on the ideas contained in the material or the personal background of the author of the material or characters in the material.
- Demonstrating a commitment to compliance with the Children's Internet Protection Act (CIPA) as specified in 47 U.S.C. Section 254(h)(5), including technology protection measures.
- Implementing library policing with consideration of the voluntary standards (separate from the collection development standards) adopted by the Texas State Library and Archives Commission, in consultation with the State Board of Education.]

Procedures for Evaluation and Selection

Westlake Academy librarians are delegated the responsibility to evaluate and select library materials.



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Westlake Academy librarians evaluate materials to meet the collection purpose and goals, as stated in the *Selection Objectives* section. When evaluating potential items for the library collection, library staff must consider local priorities and school district standards as a framework. Library staff must evaluate materials to ensure that library materials are age appropriate and suitable to the intended campus and student. Library staff should consider the distinct age groups, grade levels, and possible access to materials by all students within campus.

As recommended by the [*Texas State Library and Archives Commission \(TSLAC\) Checklist for Collection Development Standards*](#), evaluation of materials will include at least two of the following:

1. Consideration of recommendations from parents, guardians, and local community members;
2. Consultation with the school district's educators and library staff and/or consultation with library staff of similarly situated school districts and their collections and collection development policies;
3. An extensive review of the text of item;
4. The context of a work, including consideration of the contextual characteristics, overall fit within existing school library collection, and potential support of the school curriculum; or
5. Consideration of authoritative reviews of the items from sources such as professional journals in library science, recognized professional education or content journals with book reviews, national and state award recognition lists, library science field experts, and highly acclaimed author and literacy expert recommendations.

Additionally, the Westlake Academy teacher librarian applies the selection criteria from the [American Library Association Workbook for Selection Policy Writing](#):

The teacher librarian and any staff members involved in selection of resource materials and acceptance of donated materials shall use the following criteria as a guide:

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| ● <i>educational significance</i> | <i>examination of materials by professional personnel</i> |
| ● <i>contribution the subject matter makes to the curriculum and to the interests of the students</i> | ● <i>reputation and significance of the author, producer, and publisher</i> |
| ● <i>favorable reviews found in standard selection sources</i> | ● <i>validity, currency, and appropriateness of material</i> |
| ● <i>favorable recommendations based on preview and</i> | ● <i>contribution the material makes to breadth of representative</i> |



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- viewpoints on controversial issues*
- high degree of potential user appeal*
- high artistic quality and/or literary style*
- quality and variety of format*
- value commensurate with cost and/or need*
- timeliness or permanence*
- integrity*

Procedures for Acquisition

Library staff will seek to acquire materials for the library collection that meet all of the collection development objectives and are selected through the selection and evaluation criteria described in this document. The purchasing of these selected materials will comply with all applicable local and state requirements in the purchase of library materials.

Donated materials may only be added to the collection if the items meet the policy's evaluation and selection criteria and support the district's collection development goals.

Procedures for Deselection (Weeding) and Reconsideration

Deselection

Westlake Academy biennially appraises the quality of library materials in the school library to ensure the library's goals, objectives, and information needs are serving its school community.

Through the biennial inventory process, the librarians ensure that all library materials are accounted for and that any lost or damaged items are either replaced or removed from the system. This process ensures that the publicly available catalog accurately represents all materials in the library.

During the inventory process and as an ongoing practice, librarians identify materials for deselection. Materials are evaluated based upon copyright dates, physical condition, space consideration, and teacher collaboration (curriculum relevance). Any materials that no longer meet the collection development standards or compliance requirements are removed from the collection and weeded from the catalog. Materials are not removed from the collection solely based upon ideas contained in the material or the personal background of the author or characters in the materials.

Reconsideration

The Westlake Academy library has established reconsideration procedures to address concerns about any of the selected materials.



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Members of the school community (student, parent/guardian, or employee of Westlake Academy) may question or express a concern about a material in the library collection first through an informal, then through a formal request for reconsideration.

Informal Reconsideration Request

If a member of the school community questions or expresses a concern about a material in the library collection, the school shall first try to resolve the issue informally.

1. The principal or other appropriate staff shall explain to the questioner the school's selection procedure, criteria, and qualifications of those persons selecting the resource.
2. The principal or other appropriate staff shall explain the particular place the questioned resource occupies in the education program, its intended educational usefulness, and additional information regarding its use, or refer the party to someone who can identify and explain the use of the resource.
3. If the questioner wishes to file a formal challenge, a copy of the "Request for Reconsideration of Library Materials" form shall be handed or emailed to the concerned party concerned by the principal or librarian.

Formal Reconsideration Request

If a response to an informal request for reconsideration has been provided and a member of the school community (student, parent/guardian, or employee of Westlake Academy) still has a question or concern about a material in the library collection, the individual may file a formal challenge by submitting a completed "Request for Reconsideration of Library Materials" form to the Head of School.

Once a completed "Request for Reconsideration of Library Materials" form has been received, the Head of School shall initiate the procedures for reviewing and responding to a formal reconsideration request and notify the requester that a response will be given within 60 days of the committee receiving the materials.

The formal reconsideration committee shall consist of the PYP and secondary librarians, the section-level assistant principal (elementary, middle, or high school), the IB coordinator (PYP, MYP, or DP), and a grade-level teacher.

For purposes of this policy, "days" shall mean District business days, unless otherwise noted. In calculating timelines under this policy, the day the committee is provided the materials is "day zero." The following business day is "day one."



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The principal shall appoint a reconsideration committee and notify committee members within 10 days of receiving the request for reconsideration form.

Within 10 days of appointment of the committee, Westlake Academy shall provide members of the committee the relevant materials to review. If additional time is required to obtain and distribute the materials for review, all members of the committee shall be informed that a reasonable extension of time is needed.

All members of the committee shall review the reconsidered library material in its entirety and determine whether the material conforms to this policy and whether the material will continue to be available in the library. The librarian or professional staff member who selected the material may submit reasons in writing for the selection of the material for consideration by the committee. The committee shall prepare a written report of its findings.

Absent extenuating circumstances, the written report shall be provided to the administration within 60 days of Westlake Academy providing the material to the committee members.

Extensions of time due to extenuating circumstances shall take into consideration the time necessary to convene the committee members, the amount of material being reviewed, and any other pending reconsideration requests being handled by the committee.

An extension of any deadline shall be promptly communicated to the individual who submitted the request for reconsideration.

The Head of School, the school librarian, the individual submitting the request for reconsideration, and any other appropriate administrators shall receive a copy of the committee's report.

If the requester would like to appeal the decision of the reconsideration committee, they must notify the committee within five business days.

Levels of appeal

If the requester chooses to appeal the decision made by the reconsideration committee, the reconsideration process may be repeated for each of the following levels:

- Reconsideration committee with section principal
- Head of School
- Board of Trustees



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If an item has gone through the recommendation process and remains in the collection, Westlake Academy will not reconsider the item within two calendar years.

Access to Collection

PYP Library (Grades K-5)

Through reader advisory with the PYP librarian, students learn how to select books. Students learn about the spine labels that indicate the target audience (see below), but they have access to the books that align with interests and accessibility.

Kindergarten students have access to books labeled as *Easy* and age-appropriate and accessible books in the nonfiction section, such as animals and sports.

- E: Easy: K and up
- ER: Early Reader: K and up
- LP: Lower Primary: K and up
- UP: Upper Primary: Grades 2 and up
- TR: Teacher Resources, which can include picture books

Parents/guardians may notify the PYP librarian to request or remove any library access restrictions for their own child.

Secondary Library (MYP and DP, Grades 6-12)

- The books in the secondary library have a color-coded spine label that labels the book as "lower secondary" (light blue) or "upper secondary" (dark blue). The target audience for books labeled as lower secondary is grades 6 and up. The target audience for books labeled as upper secondary is grades 9 and up.
- The target audience for a book is identified by consulting publisher information and reliable book reviews sources for school librarians. Most books in the collection are written for middle and high school students. The few books in the collection that are published and marketed for adults are labeled as "upper secondary."



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- Students in grades 6 and 7 may check out books labeled as "lower secondary." 6th and 7th grade parents may grant permission for their student to have full access to the collection, including books labeled as "upper secondary" by completing a form sent annually by the secondary librarian to families of 6th and 7th grade students.
- Beginning in 8th grade, most students become interested and ready for books written for high school students; however, each student develops at their own pace and their interest for high school books may depend on genre. Therefore, in 8th grade, we do not require students to have a parent permission slip on file to check out high school books. We advise students to take into consideration their personal interests and comfort level, as well as the guidance their family has provided on other forms of content like music, movies, and television.
- Parents/ guardians may notify the MYP/ DP librarian to request or remove any library access restrictions for their own child.

Policy Implementation and Updates

The Westlake Academy Board of Trustees is ultimately responsible for operations of the district's school library programs and must approve the collections development policy. The authority for implementing the approved policy is delegated by the superintendent to the professional personnel of Westlake Academy for the selection of library materials in compliance with the approved policy. Westlake Academy's collection development policy will be reviewed every three years and updated as necessary.

Westlake Academy is responsible for ensuring its libraries implement and adhere to these collection development standards.

[Date of Draft]

[Date of School Board Adoption]