STCA Library Collection Policy
Created 09/06/2023
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Library Mission:
The mission of the STCA library program is to ensure all students excel in a 21st century learning environment focusing on information literacy fostering intellectual curiosity, life-long love of reading, and independent thinking.

Support for Intellectual Freedom:
This school library is guided by the principles set from the Library Bill of Rights and its interpretative statements including "Access to Resources and Services in the School Library Program" and The Student's Right to Read statement of the National Council of Teachers of English. See Appendix (in this policy) for the Library Bill of Rights, "Access to Resources and Services in the School Library Program," and The Students' Right to Read statement.

School Library Selection Policy Objectives:
- To provide faculty and students with materials that enrich and support the curriculum and meet the needs of the students and faculty served
- To provide students with a wide range of educational materials on all levels of difficulty and in a variety of formats, with diversity of appeal, allowing for the presentation of many different points of view
- To select materials that present various sides of controversial issues, giving students an opportunity to develop analytical skills resulting in informed decisions
- To select materials in all formats, including up-to-date, high quality, varied literature to develop and strengthen a love of reading

Responsibility for Selection:
Responsibility for selection rests with professionally trained library personnel (Megan McMahon) using the Archdiocese adopted selection criteria and procedures.

Selection Criteria:

- Support and enrich the curriculum and/or students' personal interests and learning
- Meet high standards in literary, artistic, and aesthetic quality; technical aspects; and physical format
- Be appropriate for the subject area and for the age, emotional development, ability level, learning styles, and social, emotional, and intellectual development of the students for whom the materials are selected
- Incorporate accurate and authentic factual content from authoritative sources
- Earn favorable reviews in standard reviewing sources and/or favorable recommendations based on preview and examination of materials by professional personnel
- Exhibit a high degree of potential user appeal and interest

- Represent differing viewpoints on controversial issues
- Provide a global perspective and promote diversity by including materials by authors and illustrators of all cultures
- Include a variety of resources in physical and virtual formats including print and non-print such as electronic and multimedia (including subscription databases and other online products, e-books, educational games, and other forms of emerging technologies)
- Demonstrate physical format, appearance, and durability suitable to their intended use
- Balance cost with need

Top Five Recommended School Library Reviewing Sources:
- Association for Library Service to Children (ALSC) Notable Children's Books
- Booklist
- School Library Journal
- We Need Diverse Books website
- Young Adult Library Services Association (YALSA) Best Books for Young Adults

Acquisitions Procedures:
- In selecting learning resources, professional personnel will evaluate available resources and curriculum needs and will consult reputable, professionally prepared aids to selection, and other appropriate sources. The actual resource will be examined whenever possible.
- Recommendations for purchase involve administrators, teachers, students, district personnel, and community members, as appropriate.
- Gift materials shall be judged by the selection criteria and shall be accepted or rejected by those criteria.
- Selection is an ongoing process that should include removing materials that are no longer used or needed, adding materials, and replacing lost and worn materials that still have educational value.

Special Collections:
Special collections will reflect the unique characteristics and mission of STCA and the population STCA serves.

Selecting Materials on Controversial Topics:
STCA follows the principles expressed in the American Library Association's Library Bill of Rights. It is the responsibility of the school district to provide a wide range of materials on different levels of difficulty and representing different points of view. School library professional staff will provide materials on opposing viewpoints on controversial issues to enable students to develop necessary critical thinking skills to be discriminate users of information and productive members of society.

Gifts and Donations:
Gifts and donations to the school library will be accepted with the understanding that the decision for use and disposition of the materials and/or funds will be determined using the same

criteria as purchased materials. All materials should support the curriculum and needs of library users. Gifts and donations, like purchased resources, will be removed from the collection at the end of their useful life.

The library takes preference to high interest titles and hardcover books. Rejected donations will be sent to the Joy of Reading foundation.

Collection Maintenance and Weeding:

Annually, the school librarian will conduct an inventory of the school library collection and equipment. The inventory can be used to determine losses and remove damaged or worn materials that are no longer relevant to the curriculum or of interest to students. Additionally, the school librarian has a collection maintenance plan that includes systematic inspection of materials that would result in weeding outdated, damaged, or irrelevant materials from the collection.

Reconsideration:

STCA welcomes our families to learn more about library materials and what students learn in our school. If after reviewing those materials you believe that our school should review them again please download and complete the request for reconsideration form. You can email the form to mmcmahon@stcaseattle.org (Megan McMahon, school librarian).