



# **COLLECTION DEVELOPMENT POLICY**

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# Libraries and Learning Opportunities

Teaching and learning are at the center of school librarians’/information literacy specialists’ (ILS) practice. As learning leaders, school librarians/ILS enact, model, and communicate the competencies in the domains of the American Association of School Librarians Standards (AASL). This domain-based approach to organizing the standards ensures that school librarians are able to personalize their professional practice and growth, continuously tailoring their school library to local needs, their own strengths, and learners’ benefits. (AASL Standards Framework for Learners, 2018)

AASL Standards Framework for Learners reflects a comprehensive approach to teaching and learning by demonstrating the connection between learner, librarian, and library standards.

The library collection procedures apply to all library materials available in school libraries, classroom libraries, online catalogs, and mobile applications used in San Marcos CISD.

Per [Board Policy: EFB (Local)] SMCISD Library Collections are intended to:

1. Enrich and support the Texas Essential Knowledge and Skills (TEKS) and the state and local curriculum, taking into consideration students’ varied interests, maturity levels, abilities, and learning styles
2. Foster growth in factual knowledge, literary appreciation, aesthetic values, and societal standards.
3. Encourage the enjoyment of reading, foster high-level thinking skills, support personal learning, and encourage discussion based on rational analysis
4. Represent the ethnic, religious, and cultural groups of the state and their contribution to Texas, the nation, and the world.

SMCISD’s collection development goals are:

1. Present multiple viewpoints related to controversial issues.
2. Provide a wide range of background information that will enable students to make intelligent decisions in their daily lives.
3. Include accurate and authentic factual content from authoritative sources.
4. Have a high degree of potential user appeal and interest.
5. Offer a global perspective that promotes equity of access, including print and nonprint materials such as electronic and multimedia, to meet the needs of individual learners
6. Represent diverse viewpoints and cultures appropriate to each campus to ensure the collection embodies the unique background of its student population.

As recommended by the American Association of School Librarians, school librarians/ILS will seek input from learners, parents, educators, and administrators for library programming such as book fairs, community events, author visits, gifts, donations, and library purchasing priorities.

## School Board Policy

The school library program of SMCISD is mandated by and governed by the following policies of the SMCISD school board.

<a href="#">EFA(Legal) - Instructional Resources</a>	<a href="#">EFB(Legal) - Instructional Resources: Library Materials</a> <a href="#">EFB(Local) - Instructional Resources: Library Materials</a>
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# SMCISD Library Materials Selection Guidance

The TSLAC **School Library Programs: Collection Development Standards**, as seen in [13 TAC 4.2](#), EFB (Legal), and EFB (Local), specify that the evaluation of library materials must include at least 2 of the following:



## RECOMMENDATIONS

Consideration of recommendations from parents, guardians, and district community members;



## CONSULTATIONS

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;



## REVIEW

An extensive review of the text of item;



## CONTEXT

The context of a work, including consideration of the contextual characteristics, overall fit within the existing school library collection, coverage, and potential support of the district curriculum; or



## PROFESSIONAL REVIEWS

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.

**Tier 1 Professional Library Review Sources:** Booklist, Bulletin of the Center for Children's Books, Horn Book, School Library Journal, Library Media Connection, & VOYA (VOYA is out of print but may be used for older items)

**Tier 2 Professional Library Review Sources:** Kirkus, Publishers Weekly, or Library Journal

**Specified Texas and National Award Lists:** 2X2, Bluebonnet, Little Maverick, Lone Star, Maverick, Tayshas, Texas Topaz, Pura Belpre, Caldecott, Coretta Scott King, Geisel, Newbery

The SMCISD library collection is visible on [Destiny Discover](#) (physical) or [Sora](#) (eBooks).



## **Procurement of Library Materials**

Administration will present a list of library materials for procurement to the Board and Local School Library Advisory Council (SLAC). The SLAC will provide a recommendation to the Board on whether to adopt the materials considered for procurement. The Board will consider the recommendations of the SLAC. Each Board member may propose changes before taking action on the list. The Board will either approve or reject library materials for procurement.

At least 30 days before the Board's vote, the list of library materials for procurement will be available to the public on the [SMCISD Library & Media Services webpage](#).

## **Protection from Inappropriate Material**

In accordance with law and guidance from TSLAC, library materials shall not include "harmful material", any library material that is pervasively vulgar, educationally unsuitable, or any library material containing indecent or profane content, nor refer a person to an internet website containing such prohibited content through a link or QR code.

Library materials shall comply with the Children's Internet Protection Act (CIPA).

## **Parental Access & Control**

Parents and guardians are the primary decision-makers regarding their child's access to library material. In general, a student is afforded the opportunity to self-select library materials as part of literacy development and the library program. District staff may assist a student in selecting library material; however, the ultimate determination of appropriateness remains with the student and parent or guardian.

Parents and guardians should follow the directions found on the [SMCISD Library & Media Services webpage](#) to control the materials available to their child.

## **Challenge of Library Materials**

Per [Board Policy: EFB Local and Bylaws of the SLAC], the following principles shall guide the Board and staff in responding to challenges of instructional resources:

- An individual may raise an objection to a library material used in the District's library program, despite the fact that the professional staff selecting the materials were qualified to make the selection, followed the proper procedure, and adhered to the objectives and criteria for library materials set out in this policy.
- Only a District employee, a parent or guardian of a District student, or a District resident may challenge library material maintained in the District's library program.
- Access to challenged material shall be restricted during the challenge process.

In addition to compliance with state law and this policy, a criterion for the final decision on challenged library materials is the appropriateness of the material for its intended use. No challenged library material shall be removed solely because of the ideas expressed in the library material or the personal background of the library material's author or the personal background of the characters in the material.



## Formal Challenge

If the individual wishes to make a formal challenge, the individual may complete a Library Materials Challenge Form, found on the [SMCISD Library & Media Services webpage](#) and follow the directions on the form for submission.

### **Step 1:**

Once the complainant submits a completed Library Materials Challenge Form, a copy will be provided to the SLAC, the school librarian/ILS, and the district-level library supervisor.

### **Step 2:**

Upon receipt of the form, the SLAC, will make a recommendation to the Board for action no later than the 90th day after the council receives the challenge. The Board of Trustees will take action on the written challenge at the first open meeting held after the 90th day after receipt of a written challenge or at the first open meeting held after the SLAC provides a recommendation.

### **Step 3:**

The individual who submitted the challenge, the Superintendent, the school librarian/ILS, and the school principal shall receive written notification of the outcome of their formal challenge after the Board of Trustees takes action.

### **Step 4:**

A Board of Trustees decision on a written challenge may be appealed once, and the Board will render a decision on the appeal at the first open meeting after the appeal is filed.

## Frequency of Review

After a library material has been reviewed through the reconsideration process, it shall not be reviewed again within two calendar years of the Board's initial decision on the written challenge.

## Weeding

The school librarians/ILS will conduct an inventory of the school library collection every year. The inventory can be used to determine losses and remove damaged or worn materials, which can then be considered for replacement. The inventory can also be used to deselect and remove materials that violate current law, are no longer relevant to the curriculum, or of interest to students.

American Library Association, 2018.

Even when using methods that are recommended by the ALA, the school librarians/ILS should use discretion in making their weeding decisions, keeping in mind their commitment to the mission and vision of their campus. Suggested methods for weeding include:

### MUSTIE

- Misleading - the information is inaccurate or out of date.
- Ugly - if the materials are worn, tattered or mildewed (in which case they present a danger to the materials surrounding them).
- Superseded - if the title has been replaced by a newer edition, a newer format, or a newer title.
- Trivial - if the material is not well written.
- Irrelevant - the material does not fit the needs or interests of the learning community.
- Elsewhere obtainable - the same information is available in another format of title.

### CREW (guidelines stated in the simplest form)

- Continuous

- Review
- Evaluation
- Weeding

## Weeding Exceptions

- Classics, except when a more attractive edition is available or there are too many copies on the shelf.
- Local and Texas history, unless it can be replaced with new copies.
- School yearbooks and other publications of the campus.
- Materials that are not subject to rapid change - fairy and folk tales, fiction, biography (with the exception of outdated sports biographies), fine arts and sports (with the exception of rule books), poetry and literature, languages, and religion.

## Circulation Guidelines for Students

The number of items allowed to be checked out by **students** differs depending upon the grade level of the student. See the list below for more information.

Grade	Books Allowed	Check-out Period
Grade PK	Up to 2	2 Weeks
Grade K-1	Up to 2	2 Weeks
Grades 2-5	Up to 3	2 Weeks
Grades 6-12	Up to 3	2 Weeks

Audiovisual materials, computer hardware/software, reference works, and periodicals are exceptions to the Circulation Guidelines listed above. These items may be checked out at the discretion of the school librarians/ILS. Reference Materials and other materials on reserve for special projects may be checked out at the discretion of the school librarian/ILS.

Students with overdue items or unpaid fines will be able to check out one more item. This additional item will need to be returned before any other materials may be checked out. Students will remain on this 1-item system until all overdue items are returned.

At the elementary level, students shall not be limited to only one section of the library collection, but access may be pre-selected by the librarian/ILS.

## Lost/Damaged Books

If a lost/paid book is returned to the library, refunds/credits can be issued during the same school year. School librarians/ILS should check the book in and issue a return receipt from Destiny (print 2 copies). One return receipt should be taken to the school secretary to begin the refund process, and the other receipt will be filed in the library fine notebook. If a student finds the book in the future, it is theirs to keep. No refunds will be issued. Refund credits will remain on the student's account and can be applied to future lost books.

## Criteria for Gifts and Unsolicited Materials

The Board shall accept gifts and donations of library materials with the understanding that the use and disposition of the materials and monies will be in accordance with District policy and the selection criteria above.



## **Guidelines for Disposing of Discarded Materials**

- Before materials are physically removed from the library media center, marks of ownership should be obliterated, and the materials marked with “withdrawn” or “discarded.”
- Materials that are still useful and have been approved by the Board of Trustees may be donated to teachers/students.
- Materials that are worn or damaged beyond further use should be disposed of according to district disposal procedures.