

COLLECTION DEVELOPMENT REGULATIONS

Mission Statement

The mission of the Northern Lehigh Senior High School Library Research and Information Center is to ensure that students become effective users of ideas and information by providing instruction in information management skills and free access to materials in a variety of formats. The school library program functions as an integral part of the curriculum, fostering an appreciation of literature and promotes lifelong learning.

Purpose of Guidelines

School Library Research and Information Centers of the 21st century are evolving, dynamic places. The purpose of the “Collection Development Regulations” is to act as a framework for building the collection to meet the diverse needs and interests of the population it serves. The Collection Development Regulations act as an information resource for determining what materials are selected, how materials are selected, and why materials are selected. It provides the necessary structure to guide systematic growth based upon several factors including curriculum development in alignment with state standards and student learning expectations.

Cooperative Collection Development & Interlibrary Loan

The Northern Lehigh High School Library Research and Information Center shall be an active member of Access PA and the local Carbon Lehigh Intermediate Unit #21 consortium, and shall participate in the Power Library project through collaborative endeavors with the Slatington Public Library.

Chronological Coverage

According to Northern Lehigh School District Administrative Regulation No. 109-AR, Weeding Procedural Guidelines for Libraries, the collection is systematically weeded on a regular basis to remove material with content that has become absolute, inaccurate, or misleading, replaced by new or revised editions, seldom circulated, or too worn to be mended (Appendix B). The majority of the titles in the collection shall be relatively current, with an average publication date within 10-to15 year time period. Materials with older publication dates are retained if they have historical or research significance.

Formats

The library will collect materials that will adhere to, but not be limited to the following formats: books, fiction and non-fiction (hard back and paperback), periodicals, newspapers, and online databases. The majority of the periodical collection is retained for a five-year period. Newspapers are retained for one month, unless of historical significance. Online databases are reviewed and renewed yearly based upon curricular relevance. In addition, the library houses a

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microfilm copy collection of the local Slatington newspaper publication from 1868 to 1969.
This publication no longer exists.

Multiple copies

The library may purchase multiple copies of general reference works.

Languages

The library shall maintain a collection of literature books written in German, French, and Spanish to support the curriculum of the foreign language department.

Funding Considerations

The Northern Lehigh High School Library Research and Information Center
Receives shall be funded through the annual school district budget process. Funds shall be allocated to the library program each year based on a portion of the regular building budget. In addition, grants to supplement the collection or the library program may be actively pursued.

Collection Responsibilities and Selection Procedures

See NLSD 109, Resource Materials (Appendix A)

“The elected Board of Education shall delegate to the Superintendent of Schools the authority and responsibility for selection of all print and non-print materials. Responsibilities for actual selection shall rest with appropriate professionally trained personnel who shall discharge this obligation consistent with the board’s adopted selection criteria and procedures. Selection procedures shall involve representatives of the professional staff directly affected by the selections, and persons qualified by preparation to aid in wise selection.”

Collection Maintenance

See NLSD No. 109-AR Weeding Procedural Guidelines for Libraries (Appendix B)

“All weeding decisions will be made by the librarian with assistance from faculty members who can lend their subject expertise to these decisions.”

Complaints and Censorship

Include The Library Bill of Rights (ALA) (Appendix C)
The Freedom to Read statement (ALA) (Appendix D)
NLSD 109, Guidelines; Material Re-evaluation Procedure (Appendix A)

Gifts Policy

“Gifts of books and other materials are accepted with the understanding that the library may make whatever use of the material it feels appropriate. The same criterion is used for gifts as for collection development.” (Benson Public Library, AZ) Items not needed in the collection are donated to the Slatington Public Library to be dealt with in accordance with their gift policy.

C. Subject Areas Collected

Subjects Dewey Decimal System	
000	Generalities
100	Philosophy & Psychology
200	Religion
300	Social Sciences
400	Language
500	Natural Sciences & Mathematics
600	Technology
700	The Arts
800	Literature
900	Geography and History
FIC	General Fiction
REF	Reference
920, 921	Biography
PROF	Professional
PB	Paperback
SC	Story Collection

Recommendations for Future Acquisition Levels or Goals

000 Generalities 1986 97 0.8% Out of scope

Low priority

Weed, third wave

Determine curricular relevance; add material to the collection as warranted by findings.

100 Philosophy & Psychology 1987 212 1.7% Minimal level

Low priority

Weed, third wave

Determine curricular relevance; add material to the collection as warranted by findings.

200 Religion 1978 96 0.8% Out of scope

Low priority

Weed, third wave

Determine curricular relevance; add material to the collection as warranted by findings.

300 Social Sciences 1985 1,429 11.5% Basic level

High priority

Weed, first wave

Determine curricular expectations, consult with departments, research products available and add materials in best format, print or online, to the collection as warranted by findings, recommendations.

Upgrade to study level

400 Language 1988 37 0.3% Minimal level

Medium priority

Weed, second wave

Determine curricular expectations, consult with departments, and add materials to the collection as warranted by findings, recommendations.

**500 Natural Sciences 1992 835 6.7% Basic level
& Mathematics**

High priority

Weed, first wave

Determine curricular expectations, consult with departments, research products available and add materials in best format, print or online, to the collection as warranted by findings, recommendations.

Upgrade to study level

600 Technology 1993 829 6.7% Basic level

High priority

Weed, first wave

Determine curricular expectations, consult with departments, research products available and add materials in best format, print or online, to the collection as warranted by findings, recommendations.

700 The Arts 1992 643 5.2% Basic level

Medium priority

Weed, second wave

Determine curricular expectations, consult with departments, and add materials to the collection as warranted by findings, recommendations.

800 Literature 1990 985 7.9% Basic level

High priority

Weed, first wave

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Determine curricular expectations, consult with departments, research products available and add materials in best format, print or online, to the collection as warranted by findings, recommendations.

Upgrade to study level

900	Geography & History	1992	1,407	11.3%	Study level
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High priority

Weed, first wave

Determine curricular expectations, consult with departments, research products available and add materials in best format, print or online, to the collection as warranted by findings, recommendations.

FIC	General Fiction	1991	1,481	11.9%	Basic level
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Medium priority

Weed, second wave

Determine curricular expectations, consult with departments, and add materials to the collection as warranted by findings, recommendations.

REF	Reference	1995	1,333	10.7%	Study level
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High priority

Weed, first wave

Determine curricular expectations, consult with departments, research products available and add materials in best format, print or online, to the collection as warranted by findings, recommendations.

BIO	Biography	1991	902	7.2%	Basic level
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Medium priority

Weed, second wave

Determine curricular expectations, consult with departments, and add materials to the collection as warranted by findings, recommendations.

PROF	Professional	1994	114	0.9%	Study level
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Medium priority

Weed, second wave

Determine curricular expectations, consult with departments, and add materials to the collection as warranted by findings, recommendations.

Library collection is currently weak in subject discipline areas other than library science. Assess if departments receive journals or other professional material. Determine access to online products relative to discipline, relay information.

PB	Paperback	1986	1,946	15.6%	Basic level
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Low priority

Weed, third wave

