Canadian Academy Library
Collection Development Policy
Last Updated: April 2022

I.   Statement of Purpose

The Canadian Academy (CA) library program is the heart of the CA community leading with innovation and creativity. The campus library is a large, newly-renovated, welcoming media center consisting of more than 42,000 items available to students, family, and staff. It is a center for literacy and research: a place that fosters and celebrates the love of reading and a place that acts as a learning and social hub for the school community. Our maker space and community meeting spaces are places to use technology and traditional craft materials to solve problems, innovate and create. They are in constant use for both curricular and extracurricular activities.

The Library has an extensive collection of both print and digital materials including eBooks, audiobooks, digital magazines, and databases. We offer a range of digital resources to help students to succeed in school and at home. Students are given access to our e-guides to guide them in the effective use of databases, digital collections, and other electronic subscriptions to help with class work.

II.   Mission Statement

The mission of the Canadian Academy Library is to ensure that students engage in:

- The celebration of reading
- Collaboration, research skills, and ethical use of information
- Transliteracy–the ability to read, write, and interact across a range of platforms, tools and media

Canadian Academy believes:

- Reading for both information and pleasure is an important life skill
- Inquiry is the basis for life-long learning
- Equitable access to information is a vital component for the development and improvement of all
- The ethical use of information is the responsibility of everyone

Canadian Academy students will:

- Read for learning, pleasure, and personal growth
- Seek diverse perspectives
- Gather and use information ethically
- Use social tools safely and responsibly
- Develop digital literacy skills
- Acquire skills that will allow them to independently select, evaluate, and use information in a complex, evolving environment
- Collaborate and share knowledge
- Have equitable access to professional, digital, physical, and intellectual resources so that they can become information literate.

III.   Collection Development and Materials Selection

Procedures for Selection

Routine selection and maintenance of materials in the Canadian Academy Library falls within the purview of the Librarian, who systematizes, elects, and purchases all collection materials. The Librarian has the final decision in selection, based on the criteria defined in this policy. The Librarian assumes responsibility for the following:

- Arrange, when possible, examination of (physical) items to be purchased.
- Consultation of professional selection tools and reviews when first hand examination of materials is not possible. In selecting learning resources, librarians will evaluate available resources and curriculum needs and will consult reputable, professionally prepared aids and other appropriate sources including professional association awards and bibliographies, professional library journals, educational blogs, annual award lists, and Follett Titlewave reviews and collection analyses.
- Consider the recommendations of faculty, students, and parents.
- Donated resources may be added to the collection if they meet the same criteria as resources selected for purchase.
- Obtain duplicates of extensively used/circulated material and purchase replacements for worn, damaged, or missing materials intrinsic to the collection.
- Determine a procedure for preventative maintenance and repair of material.

IV. Selection Criteria

The Librarian/s will select resources in all formats for the library, utilizing but not limited to, the following criteria:

- Set aside bias in the selection of materials in order to assure a comprehensive collection.
- Materials should be selected to enhance the curriculum, instructional objectives, and the needs of the students and faculty.
- Consider the varied extracurricular interests, learning styles, and abilities of the student population. Materials selected should foster an appreciation for both informational and recreational reading, viewing, or listening.
- Provide materials that will cultivate literary appreciation, knowledge growth, and complex reasoning skills.
- Materials should be selected representing opposing points of view on controversial issues, encouraging individual analysis. Library materials regarding controversial political, social, and religious issues should inform rather than indoctrinate.
- Select materials based on authoritativeness (background and reputation of the author and publisher).
- Show representation of many sexualities and gender expressions in the collection materials.
- The impact of an entire work will be considered, transcending individual words, phrases, and incidents.
- The collection will be viewed through the lens of giving attention to the currency, accuracy and clarity of information and materials.
- Materials will be purchased in a variety of formats with efforts made to incorporate emerging technology when they meet the criteria outlined above.

V. Resource Maintenance

Collection Weeding/Deselection

The librarians will continually strive to maintain an up-to-date collection. As material becomes outdated, it will be removed from the shelves and replaced with newer, more

accurate material. The library collection will be reevaluated commensurate with changes in the curriculum, updated material formats, new methods of instruction, and the current needs of its users. Weeding is essential to maintaining a relevant, attractive collection. The library's holdings are not intended to be an archival collection. Deselection will be performed by the librarians, as an ongoing process. A record of weeded items will be created through the library catalog. Weeded items may be given to a teacher for classroom use, donated to another institution, recycled or discarded. Materials considered for weeding should include, but not be limited to, the following types of items:

- in poor physical condition (worn beyond mending or rebinding)
- irrelevant to the curriculum or student/faculty interests
- superseded by more current information
- misleading or containing factually inaccurate information
- poorly circulated (at least seven years), it will be reviewed

V. Gifts

Gifts and donations shall be evaluated based on the criteria outlined in the library selection policy and shall be accepted or rejected by those criteria. Acceptance of donated materials does not imply that the materials will become part of the library collection. Donated resources may be added to the collection if they meet the same criteria as resources selected for purchase. Donations will also be evaluated and disposed of according to the criteria in this policy.

VI. Intellectual Freedom

The Canadian Academy Library supports intellectual freedom and subscribes to the policy statements in the American Library Association's Library Bill of Rights, a copy of which is found in Appendix A and made a part of this policy.

VII. Confidentiality of Records

All library records relating to a patron's use of the library and its resources are confidential. Library records, including but not limited to records relating to the circulation of library materials, computer database searches, reference queries, requests for library materials, title reserve requests, shall be confidential and shall not be disclosed. These records may be consulted and used by library staff while performing library operations, but will not be disclosed to others except upon the request or consent of the library user. A notable exception to this rule is student information on overdues, lost, and damaged materials which may be provided to administration, teachers, or parents.

VIII. Reconsideration of Resources

The Canadian Academy Library acknowledges the right of individuals to question resources available from the Library. Challenged materials should be brought to the attention of the librarian/s and tried to be resolved informally before a formal request is made via a Request for Reconsideration Form. The following guidelines will be used when requests are made:

- Reconsideration requests will first be addressed to the librarian. Requests can be made verbally or in writing.
- If a reconsideration request is brought to the attention of the principal, administration or other staff member, it will then be directly referred to the librarian.
- The librarian will furnish the Collection Development Policy to the individual after obtaining and reviewing the resource in question. If, after provision of the Collection Development Policy, the issue is not resolved to the satisfaction of the individual, the librarian or any trained member of the library staff will ask the individual to complete a Request for Reconsideration of a Resource Form.
- When the completed request is returned, Elementary and Secondary librarians will confer with the two library assistants to determine the suitability of the material as it relates to the criteria contained within the Collection Development Policy. The librarian has the final authority decision in selection, based on the criteria defined in the Procedures for Selection.

IX. Policy Review

This policy will be reviewed every year with a view towards updating or otherwise revising. Adopted by Canadian Academy Library on April 20, 2022 . Revised 2022.

APPENDIX A

Library Bill of Rights

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

I. 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.

II. 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.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. 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.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

Although the Articles of the *Library Bill of Rights* are unambiguous statements of basic principles that should govern the service of all libraries, questions do arise concerning application of these principles to specific library practices. See the documents designated by the Intellectual Freedom Committee as Interpretations of the Library Bill of Rights (http://www.ala.org/advocacy/intfreedom/librarybill/interpretations).

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