

# Atlanta Public Schools Library Collection Development Guidelines

A library collection development policy is a vital document that guides the selection, acquisition, evaluation, and deselection of materials for a library's collection. It provides a framework for library media specialists and library staff to make informed decisions about what materials to include in the library's holdings.

## 1. Mission and Vision:

The Atlanta Public School's library media program provides collections, programs, and services to foster the development of information literate citizens through open and equitable access to resources in all formats.

The mission of the Atlanta Public School's library media program is to make certain that students and staff are effective users of information. This mission is achieved by empowering students to be critical thinkers, enthusiastic readers, skilled researchers, and ethical users of information.

## 2. Responsibilities:

The staff of the school library media center should consist of a certified school library media specialist. The certified school library media specialist leads the library committee. The library media committee serves as a reviewer of recommended book and materials purchases, supporter and promoter of the school library media program and makes decisions for book reconsiderations. This committee consists of a minimum of seven (7) members - administrator, teachers, GO team member, parent and student. The committee will meet a minimum of two (2) times per school year. Meetings for book reconsiderations will be scheduled as needed.

## 3. Selection Criteria:

See the [APS Book Selection Guidelines](#) for book selection criteria.

## 4. Budget and Funding:

Funding for the APS Library Media Centers is based on the Quality Basic Education funding formula for individual schools. 90% of the funds disseminated at each school specifically for the school library media center must be used for materials that will reside in the space.

## 5. Weeding and Deselection:

[See the APS Weeding guidelines here.](#)

## 6. Intellectual Freedom and Censorship:

The APS Intellectual Freedom and Censorship guidelines follow the recommendations as outlined by the American Library Association:

**Intellectual freedom is the right of library users to read, seek information, and speak freely as guaranteed by the First Amendment. Intellectual freedom is one of the core values of the**

library profession; it promotes access to information and guides the defense against censorship.

The Freedom to Read Statement asserts, “The freedom to read is essential to our democracy.” In a democratic society, individuals must be sufficiently knowledgeable to make informed decisions. Libraries provide their users with necessary information through a wide selection of materials from varying points of view. It is essential that library resources remain free to use for all, regardless of age.

#### **7. Access and Circulation Policies:**

All students will be granted access to materials in the school library media center. Materials will be checked out to each student using a student identification number. Follett Destiny is the management system used to manage the collection of books in our school’s library media center. Students will not be fined for late or lost books as to not discourage the use of the materials in the library media center.

#### **8. Gifts and Donations:**

We welcome and appreciate gifts and donations to our library media centers. To have books placed on our shelves, they must be hard back, library bound and processed after having been reviewed for appropriate content.

#### **9. District Library Media Committee:**

The district library media committee convenes as necessary when book reconsideration requests have been escalated from a school level to a district level. The district committee is made up of members from district departments, parent representatives, student representatives and principal representatives.

A well-structured and up-to-date collection development policy is essential for maintaining a library's relevance and effectiveness in serving its users and community. It provides a clear framework for decision-making, fosters transparency, and ensures that the library's collection aligns with its mission and the evolving needs of its patrons.