

St. Johnsbury Academy  
1000 Main St.  
St. Johnsbury, Vt. 05819

## **Collection Development Policy**

This collection development policy guides the library staff in selecting materials and resources to support the Academy's curriculum and its mission of encouraging research, inquiry and reflection, and lifelong learning for students, staff and faculty.

A collection development policy focuses the librarian's selections, intentionally and systematically, in order to best allocate budget resources. The library should provide a dependable collection of classic and current, English-language materials, primarily published in the U.S., to support the specific curriculum at St Johnsbury Academy. We are a working library, a student-centered learning environment, and need to respond nimbly to current curriculum needs as well as having a core collection supporting various individual student learning styles. The library aims to provide a current, working collection which generally supports coursework as well as including the best-reviewed, thought-provoking literature for Young Adults, and adult literature recommended for Young Adults, to encourage the habit of life-long reading and learning. Students should find accurate, up-to-date material needed for their coursework and homework assignments in the library, as well as find well-reviewed and critically-acclaimed materials to encourage them to think critically, to stretch their intellect and imagination, and to read for pleasure in their free time. The collection also strives to develop social awareness and knowledge to encourage and enhance each student's personal, artistic and intellectual growth, and to develop skills and abilities needed for economic success and successful participation in a diverse, global community.

**FORMAT:** The proportion of hard copy and digital resources in the library's collection will gradually change over time in order to best use limited resources, with minimal duplication, and provide materials in the format students prefer and in the format with the most appropriate longevity for specific information. This is especially noticeable in the move away from print toward digital reference and periodical research collections. For example, the library may purchase digital versions of some reference materials, especially health and science information,

in order to keep information up-to-date in the library. The library will drop reference print subscriptions to information duplicated in authoritative sources on the Internet such as almanacs. The library plans to provide eAudio and eBook versions for downloading to laptops and MP3 players, especially for health and science books which can become out-of-date quickly, and popular YA literature, when the budget allows these purchases but will continue to purchase print copies of material in the humanities that we predict will have long-term value. Textbooks and dissertations are not collected. Multiple copies of books used in classrooms are not collected. Material related to St Johnsbury Academy is collected comprehensively for archival purposes. The library also makes a special effort to acquire materials written by Vermont authors for Young Adults, material about St. Johnsbury, in particular, and Vermont, in general, if of interest to Young Adults.

**SELECTION TOOLS:** Primary resources used by Library staff to select materials are: Library Journal, Booklist, the New York Times Book Review, School Library Journal, American Library Association Best Book Lists and Notable Book Lists, Science Books and Films, VOYA (Voice of Youth Advocates) and YALSA (Young Adult Library Services Association). The library staff actively encourages recommendations from students and faculty members and is especially responsive to their recommendations believing their recommendations keep the collection fresh and reflective of our special community.

**RESOURCE SHARING:** Most material outside the library's collection scope or budget is available at no cost to students, faculty and staff through Interlibrary Loan (email or mailed hard copy) from other libraries in Vermont within 7-10 days, or from any library in the U.S. that participates in the OCLC Interlibrary Loan membership network. The SJA Library loans materials to other libraries in this network in support of the Vermont Department of Libraries' efforts in resource sharing.

**COLLECTION REVIEW:** The reference and non-fiction collections, in particular, will be reviewed at least annually to ensure material is accurate, up-to-date, and in reasonable condition. Areas of high demand and weak coverage will be noted and material will be purchased, as funds allow, to improve the subject coverage and scope for a balanced collection responsive to current curriculum needs.

**DONATIONS:** The library welcomes donations of books and other materials. The Library Director reserves the right to decide the disposition of all gifts received, recognizing limited space, appropriateness for the high school library collection and the cost of adding the item to the collection in staff time and cost of processing donated materials. Gifts accepted for the library's collection become the property of St Johnsbury Academy and will be placed where most appropriate. Material not used by the Academy will be transferred to Second Hand Prose for resale to benefit the St Johnsbury Athenaeum. In some cases, material may be offered to the local prison library . Factors considered when adding specific donated material to the library collection include, but are not limited to: collection objectives, present collection composition, current or historical significance, timeliness, interest, demand, relevance to the high school community, diversity of viewpoint, and quality (effective expression).

**WITHDRAWAL OF MATERIAL:** The Library neither encourages nor discourages any particular viewpoint. No material will be excluded because of the race, nationality, religion, gender, sexual orientation, political or social views of the author. Selection of materials does not mean endorsement of the contents or the views expressed in those materials. The collection will be organized, marked, and maintained to help students find the materials they want. Any labeling, sequestering or alteration of material because of controversy surrounding the author or the subject matter will not be sanctioned.

Withdrawing materials from the collection is an important part of maintaining a top-quality library collection. The Library Director makes the decision on what materials will be withdrawn based on the same factors in this collection development policy and is not intended to sanction removal of library materials based upon controversy. If material is out-of-date, inaccurate, or in poor physical condition, it negatively effects the impression of the entire collection.

**COLLECTION REVIEW PROCEDURE:** The Academy and the library recognize the right of individuals to question the inclusion of materials in the library's collection and will give serious consideration to each patron's opinion. Individuals questioning material in the library should feel free to discuss the item with library staff and, especially, the Library Director. The library staff should discuss any individual's concerns, inform the Library Director, and give the individual a copy of this policy.

Individuals still questioning library material may state their opinion in writing on a form provided by the library staff: "Form for requesting withdrawal of library material" (attached). The completed form will be reviewed by the Library Director and forwarded to the Assistant Headmaster, who will inform the Headmaster. The decision of the Headmaster, or the Assistant Headmaster acting for the Headmaster, is final.

This collection development policy for the selection and withdrawal of materials will be reviewed annually and reaffirmed or revised as necessary. Jan 2010