Curate

Collection development and policies

1. **Employs a dynamic collection policy that includes selection and retention criteria for all materials within the collection.**

   Our dynamic collection policy that includes selection and retention criteria for all materials within the collection was developed by our library advisory board and also had input from our student advisory policy. Our guidelines include a collection that is diverse in content and perspectives, that enhances our school curriculum, with varying levels of difficulty, and available in multiple formats such as print, ebook, audio, and video. While selecting materials we use professional library resources to evaluate and make final decisions for purchase. Additionally, our policy includes annual weeding of materials.

2. **Maintains procedures that ensure user confidentiality and promote unimpeded access to materials by staff members and learners.**

   One of the reasons we don't include student volunteers at the circulation desk is to maintain procedures that ensure user confidentiality and promote unimpeded access to materials by staff members and learners. Our district has provided student assessment data in our Follett Destiny system which is very helpful in directing students to literature they can be successful in reading. Students are permitted to choose whatever they wish to read regardless of level but that assessment information is very helpful if they want additional direction. However, I do not want other students or parents being able to view that information on the patron screen.

3. **Uses local and external data to inform ongoing adjustments to the scope of the resource collection and its audiences, formats, and applications.**

Our district requires monthly data collection of circulations, class lessons, and individual student visits that is included in an annual report given to our school administrators. Pulling that data monthly is very helpful in us making ongoing adjustments during the year. We are using the reports available on our Follett Destiny system and on our MackinVIA and Learning Ally systems we are able to track most popular titles and make decisions about our collection. We also use our Titlewise and Titlewave systems to mine data that will help us use local and external data to inform ongoing adjustments to the scope of the resource collection and its audiences, formats, and applications. Also speak with the youth public librarian to see trends they see to improve the collection.

4. Includes digital resources within the collection that are accessible 24-7 to users.

We keep an active webpage which includes digital resources within the collection that are accessible 24-7 to our users. Included is our World Book online, ebook and audio book links, as well links to the public library online digital resources. We also have video clips on our website to explain how to use those resources. There are also links to the public library 24-7 resources for our students who have taken advantage of our public library card drives.

Artifacts:
School website: www-grms.stjohns.k12.fl.us
Public library website: www.sjcpls.org

5. Maintains a collection of sufficient breadth and currency to be pertinent to the school's program of studies.

We have a huge range of academic and reading levels at our school, through Destiny students create individual personal bibliographies to help with instructional reading. We have 14,995 books, magazines, or DVDs in our in our library. There are no requirements for students to choose and specific type of reading material other than what they enjoy. For the

materials we don't have at our library we have a very heathy interlibrary loan system throughout our school district. Literally, almost everyday I am sending or receiving materials to meet the needs of my students or teachers. We have an internal courier system that goes to each of our 42 schools so I can easily obtain materials from elementary or high schools to meet the individual needs. We also have class sets throughout the district that we share frequently for novel studies in the classrooms especially in English Language Arts, Social Studies, and Science. We wish our collection was more current but in a 25 year old school it is difficult to keep up.

Artifact:

Follett Titlewave report

5. **Meets with an advisory board composed of multiple stakeholder groups such as learners, parents, classroom educators, and administrators to provide input on collection priorities.**
We have a student library advisory council from every grade level and and an adult library advisory council which includes parents, administrators, teachers, and public librarian. We meet several times during the year and email communicate if something pressing is occurring and I need immediate feedback.

As stated above we have a library advisory council, student library advisory council, and a SAC that we meet with an advisory board composed of multiple stakeholder groups such as learners, parents, classroom educators, and administrators to provide input on collection priorities.

❑ **Collection challenges**
7. **Implements an administratively approved and endorsed policy that clearly addresses procedures for handling material challenges.**
Our district has a school board approved and endorsed policy that clearly addresses procedures for handling material challenges. The newly approved reconsideration form has been completed by the district and we were trained on it earlier in this school year. The first challenge is

addressed at the school level if it is not satisfied then moves to a district challenge process, then if still not satisfied all the way to the School Board. I have presided over many school and district challenge processes when I was the district library supervisor, we have never lost. However, here at GRMS we have never had a challenge in my 3 ½ years here.

Artifact:

☐ **Facility**

8. **Provides an environment that facilitates the contribution and exchange of information within and among learning communities.**

The GRMS library is the best library facility I have ever worked in since my 42 years in education due to its enormous space, architectural interest and multi-functional areas. It provides an environment that facilitates the contribution and exchange of information within and among learning communities. There are a variety of quiet reading areas, collaborative multimedia learning areas, classroom and large group areas, and small group rooms off the main library that can still be monitored. We even have a bathroom and sink!

Artifact:

9. **Maintains a website of well-curated resources managed by the school librarian.**
   *Our http://www-grms.stjohns.k12.fl.us/media
   has links to all of our virtual online resources as well as our school library catalog. There are also video links to show students others students using the library resources and facility.*

   Artifact:

10. **Allows users to identify and suggest needed sources, engage with digital content, and request further assistance.**
    Our "What Should Mr. Greco Buy Next" display is the easiest way for people to suggest other content. Also, our suggestion box in the front of the library

helps. For further assistance, our http://www-grms.stjohns.k12.fl.us/media has links for students to get additional assistance The public library has a homework helper <u>BrainFuse</u> and <u>Ask A Librarian</u> feature on their site that has a direct link from our school website as well. We partner with our public librarians to ensure all the students that want a public library card obtain one. They can fill out the public library application form turn it into the school librarian and the public librarian returns the library cards to us so the students can at least use all the online resources even if they live in rural locations and don't have transportation. Students can also access our library catalog virtually via Destiny Discover. Our school also has all available student resources on a Student links Symbaloo page.

Artifact:
www-grms.stjohns.k12.fl.us/media
www-grms.stjohns.k12.fl.us/links