

# **Franconia Elementary School Development Policy**

This policy is used in conjunction with the Fairfax County Public Schools (FCPS) Regulation 3013.1, School Library Collection Development.

## **Description of Franconia Elementary School and Its Community**

Franconia Elementary School (FES) is located in Fairfax County in Alexandria, Virginia. Approximately 510 students attend this suburban school, with about 28% receiving Level 2 or 3 Advanced Academics, 18% English Learner Services, and 8% Special Education Services. Starting with the 2017-18 school year, FES implemented an Enhanced Autism Classroom with kindergarteners and first graders. FES is a diverse school representing many cultures and ethnicities. Approximately 15% are of Asian ethnicity, 16% African-American ethnicity, 22% Hispanic ethnicity, 38% White ethnicity, and 9% Other ethnicity. About 26% of students qualify for free or reduced lunch.

## **Collection Development Goals**

The main objective of Franconia Elementary School's library is to implement, enhance, and integrate the Fairfax County Public School curriculum. It also supports the FCPS Portrait of a Graduate skills and the American Association of School Librarians standards. It is the responsibility of the library staff to provide ready access to the wealth of materials available to students and faculty members.

The FES library collection will reflect the needs of the students by providing a wide range of diverse materials in a variety of formats, with broad appeal, and of varying levels of difficulty. The collection will support the diverse interests and viewpoints of the school community as well as allowing for the presentation of a variety of viewpoints and perspectives.

The material selected for inclusion in school library collections will meet at least one of the following guidelines:

- A. Enrich and support the Fairfax County Public Schools curriculum.
- B. Encourage and support informational and recreational reading, viewing, or listening and help students develop the skills necessary to become lifelong learners.
- C. Meet the information needs of students and faculty taking into consideration diverse interests, abilities, backgrounds, reading levels, developmental levels, home languages, and students' extracurricular interests.

Areas of focus for developing FES's collection:

1. Reflect the suggestions for purchase expressed by FES students, staff, and parents.
2. Reflect the personal interests and informational needs of students and faculty, taking into consideration diverse interests, abilities, socioeconomic backgrounds, culture, reading levels, maturity levels, and extracurricular interests.
3. Enhance the Biography section by including more women and people of diverse ethnicities to reflect the FES community and global community.
4. Update and enhance the non-fiction section in general with a focus on new innovations, technologies, coding, "maker", and STEAM in order to encourage inquiry and critical-thinking skills in order to prepare students for further educational, career, and life goals.
5. Begin building a collection of appropriately-leveled books in appropriate formats for the Enhanced Autism Class.
6. Provide materials and resources for students with special education needs, English Language Learners, advanced academic students and other diverse learners.
7. Reflect, within the library collection, the pluralistic society in which we live, free from stereotypes including sexual, racial, religious and bias.
8. Reflect the best in information and literature in accordance with selection criteria. Some professional review and recommendation resources include:
  - AASA Science Books and Films and other curricular area organization book lists.
  - American Library Association Book Awards and Lists
  - Booklist
  - Bulletin for the Center of Children's Books
  - Horn Book
  - Kirkus Reviews Library
  - Publisher's Weekly
  - School Library Journal
  - Virginia Reader's Choice

- VOYA
- Wilson Catalog Series to include Children's Catalog, Junior High School Catalog, and Senior High Library Catalog

### **Selection Responsibility**

Selection of materials is a continuous process involving many participants. The FES librarian solicits input from students, staff, administration, and parents. The responsibility for coordinating the selection process and for making the final selection rests with the librarian under the supervision of the principal in accordance with county regulations.

### **Selection Criteria**

The curriculum, student needs and interests, and the existing collection are given first consideration in determining the materials to be selected at FES. All materials added to the library collection require two positive reviews from professional review sources. If reviews are not available, the librarian will personally examine and evaluate the book. Donations and gifts are evaluated in this same manner before being added to the collection. Regulation 3013.1 includes the following criteria for selection:

- Presentation
- Educational significance
- Readability
- Authenticity and accuracy
- Artistic Quality or literary style
- Factual content
- Clarity of content and organization
- Use of special features such as useful illustrations, photographs, maps, charts, and graphs
- Technical production and construction

The collection as a whole should provide materials in a variety of formats that are clear, comprehensible, appealing, and well-organized. The library collection should provide a body of material appropriate to a variety of ages, developmental stages, and accessibility levels in the school. To encourage a caring culture, the collection should represent a diverse community.

# **Collection Maintenance Procedures**

## **Collection Evaluation and Assessment**

The FES library collection will be evaluated and assessed to ensure that it meets the goals established by this policy and the needs of the Franconia Elementary School community. This evaluation will be achieved through the collection of quantitative data and qualitative data such as:

1. Informal observation, questioning, and polling
2. Circulation Statistics
3. Collection Analysis Data

## **Inventory Plan and Procedure**

The library's full collection will be inventoried every three years or one third of the collection will be inventoried each year.

## **Weeding**

The weeding policy for Fairfax County Public Schools is stated in Regulation 3013.1.

Weeding, the removal of items from the library collection, is essential to maintaining a relevant, current, and appealing collection. The library collection will be continually evaluated in relation to evolving curriculum, new materials, new instructional methods, and the current needs of its users. Materials considered for removal from a collection should include items:

- In poor physical condition
- Containing obsolete subject matter
- No longer needed to support the curriculum, student interests, or faculty interests
- Superseded by more current information
- Containing outdated or inaccurate information
- Having low circulation statistics
- With multiple copies no longer needed
- With limited literary or educational value

### **Repairing Damaged Materials**

When practical and feasible, damaged materials will be repaired in-house by the librarian or library assistant. Fifty percent of the library's budget allocation will be dedicated to replacing weeded or lost materials.

### **Challenged Materials**

Basal, program, supplementary, or library materials may be challenged by any individual residing in Fairfax County or Fairfax City, a parent or guardian of a student in FCPS, or an employee of Fairfax County Public Schools. In the event of a challenge of any item in the Franconia Elementary School library collection, FCPS Regulation 3009.10 will be followed. If a potential challenge arises at the school, the librarian should inform the Library Information Services Coordinator.

This policy will be reviewed annually.