Collection Development Policy for the Instructional Materials Center
University Libraries, Appalachian State University

Revised Edition 2022

I. Conceptual Framework

Mission

The mission of the Instructional Materials Center (IMC) is to provide resources and services to support the Teacher Preparation and School Media Specialist Programs of Appalachian State University (App State) and practicing educators in our service region, to lay the foundation for the development of professional collaboration patterns between teachers and librarians/school media specialists, and to model an exemplary school library media center.

Intellectual Freedom

The IMC faculty and staff adhere to the principles of intellectual freedom outlined in the American Library Association's Library Bill of Rights, the Association of American Colleges and Universities and the American Association of University Professors' 1940 Statement of Principles on Academic Freedom and Tenure, the Association of College & Research Libraries' Intellectual Freedom Principles for Academic Libraries: An Interpretation of the Library Bill of Rights and the Standards for Libraries in Higher Education.

Objective of the IMC Collection

The IMC collection supports the university's teacher education curricula and educators in the university's service region by acquiring a balanced collection of current, high quality, diverse, culturally representative, and inclusive materials created for use with PK-12 students and educators. The IMC Coordinator and IMC librarians select material for the collection from reviews, youth literature bibliographies, and recommendations from the education faculty and administration. In their professional work, librarians adhere to the principles set forth in the ALA *Library Bill of Rights*, the *ALA Code of Ethics*, the ALA *Freedom to Read Statement*, the ALA ARL *Cultural Proficiencies for Racial Equality: A Framework*, the ALA statement *Access to Library Resources and Services Regardless of Sex, Gender, Identity, Gender Expression, or Sexual Orientation: An Interpretation of the Library Bill of Rights*, the *ACRL Guidelines for Curriculum Materials Centers*, *Statement on Acceptance and Inclusion in North Carolina libraries*, and the NCTE position statement *The Student Right to Read*.

Institutional Context

The IMC collection development policy is coordinated with the *Collection Development Policy for the General Collections of the Appalachian State University Libraries*.

Responsibility for Selection of IMC Materials

The IMC Coordinator and IMC librarians will select material for the IMC from reviews, youth literature bibliographies, book lists, and recommendations from the teaching faculty and administration.

II. IMC Users

Categories of IMC Users

- Undergraduate and graduate students
- Faculty
- Staff
- Educators in the Public School Partnership
- Community members, retirees, and alumni
- Faculty, staff, and students from other UNC institutions
- Patrons through interlibrary loan

Borrowing categories and circulation privileges are explained here.

In-house use of materials and reference services are typically available to all library users, with the exception of developmental tests, proprietary databases, and resources restricted by vendor license requirements.

III. IMC Collection Defined

The goal of the IMC collection is to provide a balanced collection of contemporary diverse, representative, and inclusive resources that support teacher education course offerings in the Reich College of Education, the College of Arts and Sciences, the College of Fine and Applied Arts, the Hayes School of Music, and teachers in our service region. The IMC is a university library department that contains children's literature within an academic institution. Materials that might be considered controversial are an important component

of the IMC collection because the critical evaluation of all types of learning resources is central to a teacher education program.

Collection Scope

The IMC collection contains educational resources as well as materials on how to use and evaluate these resources. Materials appropriate for teaching all students grades PK-12 that reflect the subject areas covered in PK-12 national and state standards are included in the collection. Emphasis is placed on collecting materials that reflect the North Carolina Standard Course of Study, NC Professional Teaching Standards, and Literacy Instruction Standards.

Language

The primary language of materials in the collection is English. Resources appropriate to ELL programs and materials used to teach foreign languages are also included with an emphasis on Spanish resources.

Diversity

IMC librarians collect materials that emphasize the value of diversity, foster multicultural education, and represent realistic representations of the diversity in the world. This includes collecting materials that highlight diversity in race, culture, language, religion, disability, gender, sexuality, and various other marginalized communities or vulnerable groups.

Collection Formats

- Audiobooks-Books recorded digitally–Audiobooks are selected using the criteria for fiction and non-fiction materials.
- Big books-Enlarged picture books designed for reading to groups of young children and group instruction–Big books are collected using the selection criteria for fiction and non-fiction materials.
- Bilingual/foreign language materials-A representative collection of bilingual/foreign language materials–Children's and young adult materials reflective of the languages taught at App State and of populations in our service region are purchased.
- Materials are selected from diverse review sources and from book lists collated by representatives of diverse populations and national associations.

- Board books-Books for babies and very young children, including movable books, toy books, and sensory books–Board books are selected in English and Spanish to meet the needs of community members and students and faculty in the Family and Child Studies and Reading Education courses in accordance with the selection criteria for fiction and non-fiction materials.
- Caldecott reserve collection-Caldecott medal winners and honor books–These titles are housed in a non-circulating collection and are available for in-house use. Additional copies of these titles are housed in the circulating collection.
- E-books-Books in digital format–IMC children's and young adult literature in e-formats are selected and housed in the Mackin and Overdrive databases. Every effort is made to include award winning titles in e-format as availability and funding permit and to provide text sets for each genre of children's and young adult literature.
- Picture books-Illustrated stories typically designed for preschoolers through second graders, but can be used for students of all ages–Picture books are generally 32 pages in length in which pictures are essential in telling the story. Picture books are collected using diverse review sources, book lists from professional organizations, and bibliographies.
- Fiction-Stories in a variety of genres for children from the 3rd grade through 12th grade–Selections of children's and young adult literature including classics, beginning to read books, fantasy, science fiction, historical fiction, and realistic fiction are collected for each age level using diverse review sources, book lists from professional organizations, bibliographies, and other resources listed in the selection criteria set forth in this document. Series are collected but are intended to be representative, with titles being evaluated individually. Series are not necessarily complete. The collection also includes literature over 10 years old if the title was an award winner,is still being used in the classroom, and continues to be read by children and teachers.
- Graphic novels-Fiction and non-fiction created using sequential images with dialogue–Graphic novels are selected that align with the NC Standard Course of Study. Popular and classic graphic novel titles are also selected using diverse review sources. The fiction graphic novel collection is shelved using the call number 741. Non-fiction graphic novels are shelved in the appropriate subject call number.
- Non-fiction-Information books for children PK-12th grade–Materials are selected that correspond to the content areas of the NC Standard Course of Study. The IMC classes biographies in the non-fiction classification number 92. Traditional literature and poetry are classed in 398 and 811 respectively.
- Professional teaching resources-Materials designed to contribute to the professional development of PK-12 educators, the creation of lesson plans and curricular

development, and to teacher's work in the classroom–Materials are selected from diverse review sources. Theoretical education resources are classed in the main stacks education collection and selected in accordance with the *Collection Development Policy for the General Collections of the Appalachian State University Libraries.*

- K-12 Textbooks-N.C. state adopted and supplementary teacher and student texts–The IMC is a NC state repository for textbooks adopted for use in public schools. Publishers are required by law to furnish copies of all NC state-adopted textbooks to IMCs. When received, these textbooks are cataloged and made available for faculty and student use. Materials from the immediate past adoption are kept for reference until outdated.
- Diagnostic Test Materials-Early childhood developmental tests–Purchased upon request by the Early Childhood faculty, these tests are available for students in designated assessment courses and by education faculty members trained in the use of these materials.
- Kits in various subject areas–Educational materials are selected from diverse review sources and catalogs. Kits are available to enhance instruction in a variety of subject areas and grade levels.
- STEM and STEAM kits-Materials that provide hands-on science, technology, engineering, math, and art learning activities for students–Materials are selected that correspond to the content areas of the NC Standard Course of Study for these subject areas. Diverse review sources are consulted for selection.
- Global travel trunks-Cultural artifacts, books, and audio-visual materials from a variety of countries–This collection is developed through gifts.
- The Beulah C. Campbell Collection of Original Illustrations for Children's Books–A collection of original illustrations for children's books collected between 1951 and 1983–This original children's book art is housed in the Special Collections Research Center.

<u>Materials Excluded from the IMC Collection</u>

- Multiple copies of consumable items
- Children's magazines
- General educational theory, philosophy, history, and methodology. These subjects are collected for the general library collection and are housed in the education section of the main stacks

IV. Selection Criteria

The IMC Coordinator and IMC librarians select material for the IMC from reviews, youth literature bibliographies, book lists, and recommendations from the education faculty and administration on an ongoing basis. When choosing review and selection sources, librarians consider the range of materials covered, the frequency of publication, the currency of reviews, the amount and arrangement of information provided, and the authority of reviewers and publishers. Materials are selected for the collection in the above-mentioned formats based on

- favorable professional reviews–traditional and non-traditional
- author authority
- cultural authenticity
- literary value
- currency
- accuracy of information
- multiple grade/subject coverage
- PK-12 curriculum correlation
- a variety of teaching/learning styles
- technical quality
- cost

Materials selected for the IMC collection should reflect ethnic, racial, and national diversity, linguistic diversity, cultural diversity, diversity of orientation, identity, and gender, and diversity of ability. Materials selected are designed to model an exemplary school media center and enhance the professional development of preservice and practicing PK-12 educators. Selectors will consider the curricular emphases of the education programs at App State to ensure that adequate resources are available to support the work of students and faculty in their coursework and research.

Recommendations for selection of materials can be made by students, community library users, prek-12 teachers, faculty, staff, and administrators, but the final selection decision is the responsibility of the IMC librarians and will be based upon the selection criteria of the IMC Collection Development Policy.

As noted above, in their selection work the IMC librarians adhere to the principles set forth in the ALA *Library Bill of Rights*, the *ALA Code of Ethics*, the ALA *Freedom to Read Statement*, the ALA ARL *Cultural Proficiencies for Racial Equality: A Framework*, the ALA statement *Access to Library Resources and Services Regardless of Sex, Gender, Identity, Gender Expression, or Sexual Orientation: An Interpretation of the Library Bill of Rights*, the *ACRL*

Guidelines for Curriculum Materials Centers, *Statement on Acceptance and Inclusion in North Carolina libraries*, and the NCTE position statement *The Student Right to Read*. Librarians also adhere to the selection criteria listed in the *Collection Development Policy for the General Collections of the Appalachian State University Library*.

These guidelines are used to ensure that the IMC collection contains

- Children's and young adult literature that win major awards or are runners-up: Newbery, Caldecott, Coretta Scott King, Pura Belpré, Hans Christian Andersen, Horn Book, Jane Addams, Margaret A. Edwards, May Hill Arbuthnot, Alex, Michael L. Printz, William C. Morris, Middle East Book Award, NC Children's Book Award, Orbis Pictus, Robert F. Sibert, Sydney Taylor, ALA Notables, Notable Trade Books in Social Sciences, Notable Trade Books in Science, American Indian Youth Literature Award, Asian/Pacific American Award for Literature, Schneider Family Book Award, Odyssey, and Dolly Gray
- Other award winners as appropriate
- Children's and young adult classics and materials of historical significance
- Well-reviewed children's and young adult print and e-books likely to be of lasting value
- Multicultural literature and literature from representatives of underrepresented and marginalized communities. We seek out diverse publishers and diverse reviewers of underrepresented and marginalized voices and select materials from those sources.
- Non-fiction or information books for all grade levels and subject areas covered in *North Carolina's Standard Course of Study*
- Biographical and literary criticism materials about children's and young adult authors and illustrators
- Materials on creative activities such as drama, dance, visual arts, creative writing, and music for children and young adults
- Bibliographies in the field of children's and young adult literature
- Curriculum guides and materials for teacher use in curriculum development and lesson planning
- Learning materials to complement the print collection
- Textbooks on children's and young adult literature and materials on the use and importance of this literature
- Current NC adopted textbooks
- Developmental tests as recommended by College of Education faculty
- Professional development materials for pre-service and classroom teachers and librarians on topics such as storytelling, book talking, managing a media center, etc.

V. Replacement

Replacement is the substitution of discarded, lost, damaged, or outdated materials with newer or improved copies. Its primary benefit is to keep the collection current and in good condition. The IMC librarians are responsible for examining reports of lost or missing items on a regular basis so replacements can be ordered for the collection. The IMC librarians are also responsible for examining damaged materials to determine whether they should be replaced. A replacement copy may be the same title, a new edition of the same title, or a different title with coverage of the same or updated subject material.

VI. Collection Evaluation

The IMC's collection will be reviewed and weeded on an ongoing basis to ensure that the collection is meeting the current education curricula, research and informational needs of faculty and students. In addition, materials may be retained as examples and non-examples of critical evaluation for cultural authenticity. Each section of the collection will be assessed every five years according to the schedule in Appendix A.

Weeding

Materials that no longer meet the needs of the university community will be removed from the collection through the weeding process.

Weeding is defined as the removal of materials from the IMC collection for discard or for placement in the Special Collections Research Center Children's Rare Book Collections. A variety of factors will be considered before an item is discarded. Sometimes an item will be kept because it is the only example in the collection of work by an individual author or illustrator, of an instructional method, or of an educational trend. Materials of historical significance that meet the criteria established for the Special Collections Research Center Children's Rare Book Collections will be transferred to that collection at the discretion of the IMC Coordinator. The following criteria will be taken into consideration when weeding material from the IMC collection:

- Dated material, i.e., items that contain outdated information and/or terminology
- Worn out volumes, badly printed and poorly bound volumes, and materials with antiquated appearance that discourages use
- Materials with missing or damaged components that cannot be replaced
- Unneeded duplicates

- Materials that are outdated because of a change in curriculum, teaching focus, or national or state standards
- Materials that are unused for five years that do not appear in a standard youth literature bibliography
- Materials in formats no longer usable or popular
- Materials in outdated formats
- Textbooks that are no longer on the state adopted textbook list and that are not needed in the supplementary textbook collection.

VII. Gifts

Gifts are accepted, with the understanding that IMC librarians may add them to the collection at their discretion or dispose of them if they do not meet the standards for selection. As a general rule, gift books will be added to the collection based on the same criteria as purchased material. The IMC librarians reserve the right to determine the retention, location, cataloging treatment, and other considerations related to the use or disposition of all gifts. The IMC assumes no responsibility for appraisal of gift items, nor can the IMC accept items under restricted conditions. The IMC librarians follow the guidelines on gifts stated in the *Collection Development Policy for the General Collections of the Appalachian State University Library*.

VIII. Material Challenges

A systematic process shall be used in dealing with challenges to materials housed in the IMC. This process is outlined in Appendix B. It is important to recognize that the IMC is part of an academic institution that serves professional educators who are adults. The critical evaluation of learning resources is central to a professional education program, and controversial materials are an important component of the IMC collection. No materials will be removed without following the reconsideration policy and procedures.

IX. Collection Policy Revision

The IMC Collection Development Policy will be reviewed every five years, beginning in 2022. No revision should be undertaken while a formal challenge to a library resource is occurring.

X. References

ACRL/EBSS Curriculum Material Committee (2018). *A guide to writing CMC Collection Development Policies*.

"Selection & Reconsideration Policy Toolkit for Public, School, & Academic Libraries", American Library Association, December 8, 2016. http://www.ala.org/tools/challengesupport/selectionpolicytoolkit (Accessed November 2, 2022)

Appendix A–Collection Evaluation Schedule

2021-2022; 2027-2028— Non-fiction holdings

2022-2023; 2028-2029— Kits, games, and manipulatives

2023-2024; 2029-2030— STEM and STEAM kits

2024-2025; 2030-2031— Board books, big books

2025-2026; 2031-2032— Fiction holdings

2026-2027; 2032-2033— Picture book holdings

APPENDIX B–Reconsideration Process

Based on guidelines established by the Office of Intellectual Freedom, American Library Association in the "Selection & Reconsideration Policy Toolkit for Public, School, & Academic Libraries," American Library Association, December 8, 2016.

IMC materials support the Teacher Preparation and School Media Specialist Programs of App State and practicing educators in our service region. The IMC collection contains educational resources as well as materials on how to use and evaluate these resources. Materials appropriate for teaching all students grades PK-12 that reflect the subject areas covered in PK-12 national and state standards are included in the collection. Emphasis is placed on collecting materials that reflect the North Carolina Standard Course of Study.

In order to begin the reconsideration process, the complainant must have read or viewed the material in its entirety.

Informal Complaints–An individual who wishes to discuss the reconsideration of IMC material may meet with the IMC Coordinator. If the individual is not satisfied after meeting with the IMC Coordinator, they may begin the process of filing a formal complaint.

Formal Complaints–An individual who wishes to file a complaint regarding a library resource must complete and submit a written request for a reconsideration form (Appendix C). This written request will be reviewed by the IMC Coordinator, the Education Librarian, and a faculty member from the Reich College of Education. A determination will be made based on the IMC collection development policy. These librarians will submit a written recommendation to the Dean of University Libraries. The Dean of University Libraries is responsible for making the final decision. The individual will receive a final written response to the submitted request for reconsideration within 90 days of the library's receipt of the formal request.

*Any IMC material that has gone through the reconsideration process is excluded from additional reconsideration for two years from the date of the decision notification.

Academic Library Request for Reconsideration of Material Form

The IMC faculty at Appalachian State University Libraries have established a materials selection policy and a procedure for gathering input about particular items. Completion of this form is the first step in that procedure. If you wish to request reconsideration of a resource, please return the completed form to the Instructional Materials Center Coordinator.

In order to begin the reconsideration process, the complainant must have read or viewed the material in its entirety.

Appalachian State University Libraries
218 College St.
P.O. Box 32026
Boone, NC 28608

Date	
Name	
Address	
City	
State/Zip	
Phone	
Email	

Do you represent:

- ☐ Self
- ☐ Organization (if so, name of organization _____)

I would like the library to reconsider a:

- ☐ Book
- ☐ eBook
- ☐ Movie
- ☐ Audio Recording
- ☐ Textbook

Title	
Author/Producer	

Have you examined the entire resource? (In order to begin the reconsideration process, the complainant must have read or viewed the material in its entirety.)

_____

What brought this resource to your attention?

_____

What concerns you about the resource?

_____

Cite specific passages or pages that concern you.

_____

What action are you requesting the committee consider?

_____

Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?

_____