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# BCCS Collection Development Policy

## Aims and priorities

In order to provide an adequate resource base to support the demands of the curriculum, and to support reading for pleasure, the library seeks to develop and maintain a wide range of suitable book and non-book materials.

## Curriculum coverage

Whilst some subjects are more research-intensive than others, we aim to provide at least some level of material supporting all subjects taught at the school. Availability from publishers and funding may limit what can be purchased. The librarian will try to achieve a balance in allocating funds to different departments.

## Size of stock

According to CILIP guidelines, the secondary school library should stock a minimum of 13 items per pupil in key stages 3 and 4, and 17 for each sixth-former. However, it should be noted that such a figure should be seen as a broad guideline that will be affected by currency of stock, availability of alternative sources, and the readiness of all users to return items on time and budgetary constraints. The library currently has around 5000 books listed on the catalogue with this figure we fall well below the recommended guidelines.

## Updating stock

Professional guidelines also state that 10% of the stock should be replaced annually in order to ensure the replacement of worn out or dated stock and to allow the selection of new stock to reflect changes in the curriculum. There is bias towards reading for pleasure for years 7, 8 and 9 as these years have timetabled library lessons delivered by library staff.

Suitability of material: The overall policy aim is to ensure all resources in the school library are appropriate for the age range 11-18, and to organise and administer material in such a way as to help students to access material that is appropriate for both their age and reading ability.

# Who is responsible for Library stock selection?

Library stock selection and maintenance is the responsibility of the Librarian and the Assistant Librarian.

The Librarian reads extensively and consults reviews and professional evaluations when selecting stock. Special care is taken with purchasing and loaning of teen fiction. The librarian is unable to read every book within the library, but care will be taken as far as possible with material considered to be for older students.

Staff and students are welcome to suggest items for purchase at any time and a suggestions box is kept in the Library for this purpose. When ordering is done all suggestions are considered and, if deemed suitable, purchased.

## Evaluation and Selection Criteria of Library Materials

General criteria for selecting library materials are listed below. An item need not meet all of the criteria in order to be acceptable.

- school community demand, interest or need
  - The Library welcomes suggestions for titles to add to our collection.
- contemporary significance, popular interest or permanent value
- attention of critics and reviewers
- prominence, authority and/or competence of author, creator or publisher
- timeliness of material
- relation to existing collections
- statement of challenging, original, or alternative point of view
- authenticity of historical, regional or social setting
- accessibility for multiple users of electronic formats

## Access to collections

### Fiction

Students have the right to access information for study and leisure that is appropriate for their age and understanding.

The fiction collection contains material appropriate for all years. Some books are categorised as year 9 and above.

## Bookclub collections

The library has sets of books for use with bookclubs. There is also a focus on Books from the Bristol Teen Book Award as the librarian is an organizer of the event. These books are aimed at year 9 students.

## Graphic novel collection

The library has a growing graphic novel collection for all students to access.

## 'Quick reads' collection

The library has a range of books with dyslexia-friendly design, and some "high interest, low ability" titles.

## Picture books

The library has a small range of picture books used for siblings on open events

## Non-fiction Collection

Non fiction is divided into three sections: General non fiction for all students, Quick reads - non fiction and Senior non fiction for A level students. The dewey decimal system is used to catalogue these books.

## Careers collection

There is a small collection of careers books, classified by dewey decimal system.

## Shelf Help Books

There is a collection of well being books under shelf help books, classified by the dewey decimal system.

## E - books

The library has access to Wheelers e book system suitable for secondary schools. There is no control over the collection but the library staff can make suggestions via the wishlist. There are around 1500 titles available.

## Audio books

The library has 2 audio book collections. One is available from Wheelers and there are around 850 audio books available.

The library pays for a subscription to Listening Books and this is for use for students with reading disabilities . The library downloads requested titles on to MP3 players and these are loaned to students who have been identified by teaching staff.

## Donations

We do not accept donations of books but do accept cash donations and would make sure any donation is spent using the criteria in this document.

## Censorship and Students' book choices

We want to encourage all of our students to read and allow the students to choose from our book stock. The book stock (fiction and non-fiction) is chosen by qualified, professional librarians who seek to purchase books that reflect the interests and needs of the student population. The resources should present a variety of points of view on current and historical issues. The librarians do not endorse every idea in the resources we make available but it is our belief that young people need to have access to a variety of resources to help them to develop critical thinking skills.

As we have a sixth form some of the fiction books may be for the more mature reader and may not be appropriate for our younger students. However it is not part of our role to censor materials but we will guide students in taking out the right books for their reading level and their age.

Age restrictions on books, unlike films, are not defined by law in the UK and it is our belief that reading is a safe place to explore issues. The effect of a book (or other resource) on an individual student cannot be determined in advance. Furthermore children and adults read books on different levels, so aspects of a book which may be distressing to an adult may not be distressing to the child.

## Equal Opportunities

Our book stock is regularly updated to include a wide range of quality fiction for young people which often deals sensitively with issues affecting minority or ethnic groups. Our non-fiction stock is also kept up-to-date with good quality up-to-date texts dealing with a wide range of social and cultural issues.

Our fiction book stock includes a wide range of quality fiction representing many cultures and traditions.

## Withdrawals

If the stock is to remain relevant, attractive and useful to users, it is essential that a regular review is undertaken and that unwanted material is removed from the collection.

Who weeds the collection?

The Librarian and Assistant Librarian is responsible for the acquisition and withdrawal of all library stock.

However, with regard to specialist subject material, it is essential that subject specialists be consulted, and it would be usual to seek help from heads of department or appropriate teaching staff in cases of doubt.

What criteria are applied?

- Non-use – e.g. if fiction books have not been borrowed for 3 years
- Poor condition or damaged books
- Books that have been lost by borrowers
- Out-of-date - Non fiction books over ten years old should be disposed of to prevent the material becoming out of date. This is particularly true of science books but also relevant to other subject areas.
- Items that are culturally insensitive
- Duplicate copies

## How regularly is weeding to take place?

Weeding on a small scale takes place on an ongoing basis, and large-scale ideally on a rotational basis, so that the whole stock is covered over a five-year period. A large weeding of the library took place in 2019-20.

What is done with material removed from the collection?

Once the books have been removed from the library catalogue, they will be disposed of. There is no market for tatty or very dated books. Books in good condition and with some market value may be sold via a website (eg Ziffit, World of Books). Older items will be recycled.