

# Collection Development Policy

The Mission of the Urban Herbst Library program is to support the curriculum of The Urban School of San Francisco, and to provide students, teachers, and staff with access to current, adequate, and appropriate information resources and to ensure that they are effective users of information.

The Herbst Library is an information commons; a place for students and faculty to find dynamic information, information that augments course work, may be dictated by curriculum, and also stimulates lifelong learning. The library creates a space conducive to reading, research, and studying; provides a comprehensive collection of educational materials, regardless of format, that supports the school's curriculum; and provides for the learning needs of the community. The library also provides primary source material and other resources not easily found elsewhere. The depth and breadth of materials aspire to enable students to develop knowledge and formulate judgments.

The selection of all library/media materials is the responsibility of the librarian. Selection is based on current curricular needs of the Urban School along with professional tools. Suggestions made by faculty members of materials related to the curriculum are also used. Consideration of materials for acquisition stresses authorship authority, content accuracy, literary merit, and curriculum relevance.

In keeping with the scope of technology available to Urban students and faculty members, the library provides access to subscription databases. When considering electronic resources, the library uses criteria resembling those for print materials. Trial subscriptions represent an important element in their selection. The library supports the Computer Acceptable Use Policy adopted by The Urban School of San Francisco.

To provide maximum accessibility to library materials and to encourage effective use of information, the Herbst Library develops and maintains the school library website.

## Gifts

All gifts are judged with the same criteria as purchased materials, and accepted or rejected accordingly. Gift items must be in new condition with no highlighting or annotations. Unless arrangements are made with the librarian, gift books that are not added to the collection will be donated to a local charity.

## Weeding and Withdrawals from Collection

The Herbst Library re-evaluates its collection periodically to maintain a collection that is current, appropriate and useful. Traditional guidelines of appearance, duplication, accuracy or currency of content, and circulation statistics are noted; however, content related to the curriculum and primary source material may cause an item to be retained despite violating the traditional guidelines. The final decision concerning the removal or replacement of resources rests with the librarian.

## Requests for reconsideration of Library Material Policy

Criticism of library material must be made in writing and include author, title, publisher, and page number of each item to which objection is being made. The statement must be signed in order for a proper reply to be made. A committee of school personnel will be appointed to re-evaluate the materials challenged and make appropriate recommendations. During the process, the item in question will remain in circulation.

Sections of this policy statement are based on the BAISL (Bay Area Independent School Librarians) guidelines/statements for selection policy.

## More information

For more information, please contact the librarian at [librarian@urbanschool.org](mailto:librarian@urbanschool.org)

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