

INDIANA SCHOOL FOR THE BLIND AND VISUALLY IMPAIRED

Library Collection Development Policy

Policy/Procedure O-52

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Media Center's Mission Statement:

The mission of ISBVI's Media Center is to meet the educational and recreational information needs of the entire student population regardless of age or ability level by providing reading materials, programming, and technology in accessible formats.

ISBVI's Mission Statement:

To serve as the Center of Excellence for the state in educating students with blindness or low vision, ensuring they can access specialized vision-specific instruction and supports needed to thrive in school and life. We do this by disseminating knowledge and best practices, partnering with schools to enhance the educational services offered in home districts and providing direct educational services on our historic Indianapolis campus.

Collection Development Statement:

Collection Development is an established process for the identification, selection, acquisition, and evaluation of library resources. It is the goal of the ISBVI library to provide a varied and diverse collection to meet the informational and recreational needs of its school community. The library strives to accomplish this goal within the context of its budget, vast amounts of available materials, diverse needs of its students and staff, and the changing technological environment.

The process of selection, utilizing established and trusted tools, based on the Indiana State Academic Standards and Expanded Core Curriculum, and ongoing, established mechanisms to gather staff and student input and to assess the library collections strengths and weaknesses, is at the heart of the library's collection development process. A planned and systematic process of weeding is crucial to maintain the value and integrity of the library collection and to the overall collection development.

Intellectual Freedom Statement:

Part of the mission of ISBVI's Media Center is to provide information for our entire student population which ranges in age from three to twenty-two. For a student to develop into a responsible citizen, he/she must have access to all sides of an issue, and he/she must be able to critically evaluate ideas and arguments. To obtain this vital skill, students need access to several different ideas and philosophies. To promote the critical thinking skills of our future citizens, we in the media center are committed to the idea of intellectual freedom and hereby adhere to the principles of the [Library Bill of Rights](#) (see Appendix A) and the [Access to Resources and Services in the School Library Media Program: An Interpretation of the LIBRARY BILL OF RIGHTS](#) (see Appendix B). Due to ISBVI's unique position as a school exclusively for students with disabilities, we also place a special emphasis on recognizing the [Services to Persons with Disabilities: An Interpretation of the LIBRARY BILL OF RIGHTS](#) (see Appendix C).

The Collection Development Plan adheres to the *Indiana Content Standards for Educators: School Librarian* approved by the Indiana Department of Education (December 2010)

which can be viewed at <https://www.doe.in.gov/sites/default/files/licensing/school-librarian.pdf>.

Library Users

The library at the Indiana School for the Blind and Visually Impaired (ISBVI) serves the staff and students, ages three through twenty-two, in grades preschool through twelve and functional skills. The primary handicapping condition is blind or low vision, however, over half have additional handicapping conditions.

Types of Materials and Formats in the Collection

The library provides recreational and instructional materials to all grades in all subject areas, fiction and non-fiction, and in various accessible print and non-print formats to support and ensure access by the student population.

The library collection consists of braille, large print, and regular print fiction and non-fiction materials, multimedia kits, manipulatives, magazines in braille, large print and regular print, professional journals, audio books, downloadable books, brailers, audio/visual equipment, and digital players from the Library of Congress, National Library Service for Blind and Physically Handicapped Readers.

The braille collection consists mainly of fiction and non-fiction in the English Braille American Edition (EBAE) code. The transition to the new Unified English Braille (UEB) code was begun in 2012 when the Braille Authority of North America officially adopted the UEB in the United States. EBAE braille materials will continue to be replaced as new UEB materials become available.

Library quality bindings are preferred, and large print with good contrast and print quality on non-glare paper, with a minimum of 16 point font size is optimal. Paperback books are not a preferred format due to the poor print and paper quality that causes print bleed through thus creating difficulty for our students and accessibility equipment to read.

Other Collections

The ISBVI library utilizes the collections of the Library of Congress' National Library Service for the Blind and Physically Handicapped through the Indiana State Library, Special Services Division.

It also utilizes the inter-library loan services of Indiana State Library's Share Program which allows us access to borrow materials from school, public, and academic libraries across the state.

Revision of the Policy

The Collection Development Policy will be updated and revised on an as needed basis.

Procedure for the Selection of Library Materials

The goal of the ISBVI school libraries is to implement, enrich and support the educational program of the school and to provide a wide range of materials on various subject areas, difficulty, and formats. The library will consider the following criteria for selection when considering materials:

- 1) Individual merit of selection
- 2) Popular appeal/demand
- 3) Suitability for student audience
- 4) Accessibility
- 5) Fit with library collection
- 6) Academic State Standards
- 7) Expanded Core Curriculum
- 8) Braille Code
- 9) Budget

There are several factors that can go into the selection of materials for a school library. There are thousands of books, audio, videos, etc. that are produced annually. The School Librarian, will utilize, but is not limited to, the following selection aides:

- Book reviews in professional journals
- Award lists geared towards the groups served by ISBVI such as the Caldecott, Newbery, Printz, Young Hoosier Book Award, Rosewater, Coretta Scott King, and so on
- Recommended title lists
- Materials on topics covered in the Indiana Academic Standards
- Materials that support the Expanded Core Curriculum
- Teacher/student requests that also meet the criteria for selection
- Collection analysis tools such as Follett's TitleWise which analyzes the online catalog to determine subject areas that have materials that are too old or lacking in number

The ISBVI library collaborates with instructional stakeholders, taking into consideration the varied interests, abilities, learning needs, learning styles and maturity levels of the students served. The library staff strives to provide materials for teachers and students based on their needs that encourage growth in knowledge, and that helps to develop literary, cultural and aesthetic appreciation, and ethical standards per the [American Library Association's](#) and the [American Association of School Librarians Division's](#) guiding principles and policies.

Suggestions from staff and students are always welcome outside of the established selection process, however, materials ultimately added to the collection will be based on established library selection policy and practice and will be judged on the work as a whole, and not in part or taken out of context.

ISBVI's Library recognizes that it serves a large age-range of students of varying physical and cognitive handicapping conditions. Library materials are put into sections based on what grade

levels it is appropriate for. While students are not denied the right to check out materials of their choice, they are advised when the materials they have chosen may be too mature. Most students will not show an interest in books on subjects above their reading, comprehension, or maturity level.

ISBVI's Library also recognizes that young adult literature, in particular, can focus on difficult topics. The purpose is to provide students who live in less than ideal situations books that reflect their reality and the possible consequences of certain actions or inactions. Also, reading literature of this type can help other students develop empathy for people who are different from them. Part of an educator's job is to teach students that just because a curse word, violence, or sexual acts appear in a book does not mean that those things are appropriate to say or do. While some may have concerns with "children" reading these types of materials, teens are in the transition to adulthood and thus have "adult" concerns and interests. ISBVI's Library believes quality literature, film, and other materials can help students work through tough issues to assist in making a successful transition into adulthood. Selection of young adult literature will follow the approved library selection process.

Gift Policy

ISBVI's Library accepts and welcomes gifts and donations of new or gently used materials. However, the same criteria of selection, which guides the purchase or addition of new materials to the collection, will guide the acceptance of gifts. The librarian reserves the right to refuse a gift/donation or do with it as he/she sees fit. This may include cataloging and adding it to the collection, passing on to another agency or individual, or disposal. Once an item is gifted or donated, it becomes the property of ISBVI's Library. The weed policy will guide disposal of all contents of the collection, including gifted items.

Common reasons for not using a gift:

1. It does not meet our selection guidelines due to age-appropriateness.
2. It is in an outdated format.
3. It contains outdated information.
4. The materials are in poor condition.
5. The library already owns it.
6. It violates any laws, most commonly Copyright Law.

The library cannot assess the financial value of donated materials. However, the library can provide a list of donated items to the donor, if requested prior to processing.

Policy for Eliminating Materials

To maintain an up-to-date and useful collection, a librarian must eliminate or "weed" the collection on a regular basis. Materials are weeded for the following reasons:

1. Out of date information: While most books will have some useful information, it is important to only keep books that are completely up-to-date as students may not know the difference between the disproven and relevant information.

2. Disrepair: Some books are used so much that they fall into disrepair and need to be replaced.
3. Disuse: While the library strives to choose materials that will interest the students, sometimes purchases are not utilized. If materials do nothing more than take up space on the shelf, then it has no place in the library. Often these materials are removed and sent to new places where they are better used.
4. Outdated formats: Technology and literacy change, so sometimes materials need to be discarded because a new format has replaced it and equipment to use the format may be no longer available. The braille collection consists mainly of fiction and non-fiction in the English Braille American Edition (EBAE) code. The transition to the new Unified English Braille (UEB) code was begun in 2012 when the Braille Authority of North America officially adopted the UEB in the United States. EBAE braille materials will continue to be replaced as new UEB materials become available.
5. Depending on the reasons for disposal, library materials may be offered to teachers for classroom use, students, other agencies, or disposed of completely.

Challenged Materials Procedure

Sometimes a parent or member of the community may have a concern or complaint about library materials such as books, videos, magazines, or other instructional aides in the media center. To resolve the complaint, the following procedure will be applied:

1. All complaints to staff members will be reported to the principal.
2. The principal or media specialist will contact the complainant to discuss the concern and attempt to resolve it informally by explaining the policy and goals of the media center and school.
3. If the complaint is not resolved informally, the complainant will be given a copy of the "Materials Reconsideration Form" and the "[*Access to Resources and Services in the School Library Media Program: An Interpretation of the LIBRARY BILL OF RIGHTS*](#)." The "Materials Reconsideration Form" must be completed and returned before any actions or further considerations are given to the complaint.
4. In accordance with the challenged materials procedure, the materials up for reconsideration will not be permanently removed until a final decision is made. However, in extreme cases access to the materials may be temporarily restricted.
5. Upon receipt of the completed "Materials Reconsideration Form," a committee consisting of both principals, the assistant principal/guidance counselor, the media specialist, and four teachers (a teacher from elementary, intermediate, middle school and high school, one of which must be an English teacher) selected by the principals, will review the concern and make a recommendation. The superintendent will also be made aware of the complaint and given a copy of the completed "Materials Reconsideration Form."

6. A recommendation must be made at or before 30 days after the concern is first formally presented to the committee.
7. The principal will update and discuss the committee's recommendation with the superintendent prior to notifying the complainant.
8. The principal will inform the complainant of the committee's recommendation.
9. If the complainant is not satisfied with the committee's decision, he/she may appeal to the superintendent and/or school board

Materials Reconsideration Form

Please fill out the form completely. When it is turned in to the principal, he/she will present your concern to the Materials Reconsideration Committee where the matter will be discussed. The members of this committee (primary and secondary principals, assistant principal/guidance counselor, media specialist, and four teachers) will consider the material in question and make a recommendation. The principal will report the committee's findings no more than thirty (30) days after the initial committee meeting to the complainant. If you have further questions, please call 317-253-1481.

Name _____ Phone _____

Address _____

Complainant represents: Self ____ Organization (name) _____

Material Request for Review:

____ Book ____ Video ____ Audio ____ Magazine ____ Electronic

____ Other, please specify: _____

Title _____

Author _____ Publisher _____

What brought this resource to your attention?

Is your objection to this material based upon your personal exposure to it, upon reports you have heard, or both?

Did you read, listen, or view the material in its entirety? Yes ____ No ____

Please list the specific portion(s) to which you object. List the page numbers, time stamp, or frame numbers where it can be found.

What is your specific complaint, and why do you find the material to be objectionable? You may attach a separate sheet if necessary.

What do you believe to be the theme and/or purpose of this material?

In what context (assignment, research, etc.) did you encounter this material? Please be as specific as possible.

What would you like our school to do about this material?

What material of equal literary value (and similar format) in this subject area or genre would you suggest if an alternate assignment or purchase is considered?

NO COMPLAINT WILL BE CONSIDERED UNLESS THIS FORM IS FILLED OUT COMPLETELY. Please turn the form into the principal and the matter will be reviewed and a recommendation rendered no more than thirty (30) days after the initial Materials Reconsideration Committee meeting.

Signature of Complainant

Date Submitted

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Approved: 5/16/11

Revised: 8/25/25

Reviewed and Approved: 10/21/13, 10/22/18, 5/17/21

ISBVI Superintendent: _____ **Date** _____

ISBVI Board Chair: _____ **Date** _____