

February 23, 2022

**RESCIND BOARD REPORT 06-0322-PO1
NEW COLLECTION DEVELOPMENT FOR SCHOOL LIBRARIES POLICY AND
ADOPT A NEW COLLECTION DEVELOPMENT POLICY M**

- i. Materials support the school's and district's educational goals and policies, prioritizing the advancement of culturally responsive education.
- ii. Materials enrich and extend the school's curriculum and encourage informational, educational and recreational reading, viewing and/or listening.
- iii.

3. National and state awards including but not limited to ALA Book and Media awards, Illinois Readers Choice awards, and other notable awards.
4. Professional selection bibliographies such as the CPS Recommended Reading Lists, Chicago Public Library's Best of the Best Book lists, Project LIT Community selections, AASL ("American Association of School Librarians") Notable Children's Books and other children's book lists.
5. Online collection development tools from strategic source library vendors.
6. Resources dedicated to the elevation of underrepresented and historically marginalized groups, including but not limited to The Conscious Kid, We Need Diverse Books, Common Sense Media, and other organizations that arise as authoritative organizations.
7. Recommendations by faculty, administration, students, and parents.

C. Weeding

1. Weeding is essential to maintaining a culturally relevant and responsive collection. Professional library staff should periodically review the collection to determine which materials should be removed or replaced. In an effort to maintain equitable access, library professional staff should consider digital materials as an investment for their library collection whenever possible, particularly digital texts that have perpetual or long-term licensing models. Materials to consider for weeding include items that:
 - i. Are in poor physical condition;
 - ii. Have been superseded by more current information;
 - iii. Contain subject matter no longer needed to support the curriculum;
 - iv. Receive little use;
 - v. Provide wrong, inaccurate or dated information;
 - vi. Encourage stereotypes or biases.
2. The CPS Central Office Libraries Team maintains guidelines for weeding on its public-facing and internal websites. Weeding decisions should be made by the school's professional library staff, in consultation with school administrators, other teacher-librarians, and CPS Central Office Libraries Team. If the school does not have a certified librarian, the school will contact CPS Central Office Libraries Team to support the weeding of school collections.

D. Criteria and Procedures for Library Donations

1. Criteria

Organizations and individuals frequently express an interest in donating books and other resources to CPS libraries. Generally, professional library staff must review potential library donations using the same criteria as purchased material. Additional criteria include the following:

 - i. Donated materials should be new or barely used (in good to excellent condition with no writing or other defacing), complete, clean, durable, and attractive;
 - ii. Print reference materials, including atlases, encyclopedias, subject specific multi-volume sets, and other non-fiction resources will not be accepted.
 - iii. All materials should have a reading level and an interest level of Pre-K through 12th grade;

- iv. Non-fiction books will not reflect outdated stereotypes of racial or cultural groups in either the text or the illustrations and should avoid oversimplification of complex issues and other distortions that would give readers erroneous or misleading information; and
- v. Materials that generally are not appropriate for library use, such as textbooks, consumable instructional materials such as workbooks, periodicals, pamphlets, and catalogs will not be accepted.

E. Procedure for Challenges to Books and Other Resources

1. When a challenge is raised about materials in a library or classroom, or a request is made to include additional materials, (collectively, “complaint”), the librarian, teacher and/or principal need to consider the individual’s interest in expressing a complaint, the requirements set out in this policy, and the principles of Intellectual Freedom as expressed in the American Library Association’s Library Bill of Rights and its interpretation for school libraries.

2. If the complaint cannot be resolved through an informal conference or meeting between the complainant and the school staff, the following procedure should be followed:
 - i. Provide the complainant a copy of this policy and the complaint form, which can be found [HERE](#)
 - ii. Explain that the signed and completed form must be submitted before further action is taken. If the completed form is not submitted within two weeks, the complainant and the school may consider the matter to be resolved.
 - iii. Upon receipt of a complaint, the librarian, teacher or principal will notify the CPS Central Office Libraries Team. Within ten (10) school days of receipt of the complaint, confer about a c A d

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