Lee Library
Collection Development Policies
Last Updated February 2015

I. Librarians will develop and maintain a high quality, current library collection in accordance with county, state and national standards. The collection will support the Program of Studies and will offer a wide variety of reading, listening, and viewing options to meet student, staff, and school community interest, to encourage reading for pleasure, and to promote life-long learning.

II. All materials for the library will be purchased in accordance with best practices, as detailed by AASL, VAASL, the Virginia State Department of Education, FCPS Library Information Services, and other professional norms. Specifically, professional reviews and reference materials will be consulted, materials will be analyzed for their value in relation to curriculum or patron needs and interests, and purchases will be in line with the annual budget and collection development planning documents, which are updated yearly.

III. The Head Librarian will serve as the lead in the annual budget planning process, to direct the weeding, inventory, replacement, and purchasing of new materials. Collection analysis tools available through Symphony Work Flows and Baker and Taylor will be used to assist with this process. Librarians will strive to improve the currency and quality of the entire collection from year to year, using a three-year cycle of inventory, planning, and analysis. Collection development goals will be adjusted on a yearly basis, in order to adapt to budget changes, school and district initiatives, etc.

IV. Periodically, the Head Librarian will share an overview with the Library Team and the school administration, on the progress of the current collection plan. Improvements and other statistical information about the collection will always be reported in the end of year report, made available to the school community, shared with the administration, and reported to the Central Library Office.

V. If a student, parent, staff, or school community member wishes to request the reconsideration of any library material, the librarians will follow the appropriate FCPS policy, P3009, R3009. The person must submit their request in writing, with the item identified and their full reasoning explained, and the school Approval Committee will review the request and respond promptly.

Following are current examples of the three year plan draft and the budgetary documents used to set ordering goals. These documents are updated at least once a year, in the spring, looking at the concluding months of the current fiscal cycle and looking ahead to the next three fiscal cycles.