

## **IC Libraries Collection Development Policy**

### **Acquisitions Policy:**

The policy of IC Libraries is to provide a wide range of resources, in many formats, at varying levels of difficulty, with wide-ranging appeal and different points of view to meet the needs of students and staff.

While everyone in the IC community may make suggestions for the library collection, responsibility for selection rests with the librarians at each library, in consultation with the Head Librarian. Selection is coordinated through the LMC by means of catalogs and reviewing tools.

Library resources are chosen on the following basis:

- They support the educational goals of IC
- They support and enrich the curriculum in the three languages of instruction (English, French and Arabic).
- They enrich the curriculum of IC and the personal needs of users.
- They are high in quality when judged by artistic merit and/or literary style, authority, accuracy, currency, and physical format.
- Their reading level is appropriate for the users
- They are appropriate to the subject areas, emotional development, learning styles, and social development of students.
- They are free of bias and stereotype.
- They reflect the pluralistic nature of society.
- They are recommended by students, parents, teachers, and professional press.
- They are a new bestseller/important title/prize winner/sequel in a series

### **Weeding Policy:**

Weeding is a necessary process in the collection development process of all libraries. It is to take place every year in each library at IC.

Items to be weeded can be made on the following criteria:

- Information is no longer up to date or relevant
- The resource is worn out/in poor condition
- Repetition of information over a same subject
- Level of use

Weeded materials are first deleted from our LMS, then stamped with a DISCARDED stamp, and then either recycled or sent to local schools.

### **Censorship Policy:**

Whilst the libraries aim to provide a wide diversity of resources, we need to remember the following points when choosing stock:

- Avoid materials that can be seemed offensive to local culture and customs.
- Avoid banned books.
- Fiction books deemed unsuitable for one library may be sent to the library of the level above.
- Avoid sensitive fiction containing references to heavy drug use, prostitution, sex and excessive swearing.

Materials challenged by any member of the IC Community can be discussed with the Head Librarian, who will review each book case by case.

The decision to retain or discard the resource will ultimately remain with the Head Librarian.

*17<sup>th</sup> October 2017*