

# COLLECTION DEVELOPMENT GUIDELINES

## INTRODUCTION

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INFOhio, Ohio's PreK-12 Digital Library, is the state's virtual library and information network for PreK-12 schools. This document delineates the Collection Development Guidelines used by INFOhio staff and committees designated to select and maintain the INFOhio online resource collection. INFOhio is a division of the Management Council of the Ohio Education Computer Network.

These serve as INFOhio's Collection Development Guidelines for resources INFOhio provides statewide. To provide a comprehensive collection that meets the needs of today's students and teachers, schools also need to support their libraries with additional resources. A local collection development policy and an acceptable use policy in accordance with the Children's Internet Protection Act is imperative to meet the needs of local curricula.

## AUDIENCE

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INFOhio serves Ohio's PreK-12 education community. This includes classroom teachers, library media staff, administrators, and other building and district personnel involved in the design, development, delivery, and evaluation of PreK-12 curricula. INFOhio resources serve the educational and research needs of PreK-12 students, as well as parents and family members working with students and schools.

## OBJECTIVES of the INFOhio COLLECTION

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INFOhio uses technology to connect PreK-12 students, teachers, library media staff, and parents to the content and tools they need to succeed in the classroom and in life. INFOhio provides access to a core collection of curriculum-related, age-appropriate content resources, instructional resources, and professional resources. These resources reflect a broad range of academic topics, educational issues, pedagogical approaches, and intellectual points of view. Resources that align with and support national standards, state learning standards, and library media center guidelines are given priority in the collection development process. All INFOhio provided resources, to the extent possible, should be culturally responsive and inclusive.

INFOhio subscribes to the principles of the American Library Association's *Library Bill of Rights* policies, which may be found at: <http://www.ala.org/advocacy/intfreedom/librarybill>

Many INFOhio resources are purchased or licensed in partnership with other information providers. To help ensure the selection of appropriate resources, INFOhio uses these Collection Development Guidelines when conducting both independent and consortium purchasing.

## COLLECTION DEVELOPMENT GUIDELINES

### RESPONSIBILITY

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The Director of INFOhio has the authority and responsibility for the selection and acquisition of resources. The INFOhio Advisory Board provides input to the Director on the recommendation of members to Selection Committees. The Director will appoint members to the Selection Committees from a pool of appropriately trained, professional personnel that include interested PreK-12 librarians, media specialists, classroom teachers, curriculum directors and school administrators, as well as educators from partner agencies including Educational Service Centers, Ed Techs, ITCs, and postsecondary institutions.

### CRITERIA

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INFOhio Selection Committees will use the following criteria in making their recommendations regarding the acquisition of a resource to be included in the INFOhio collection. The items listed below will serve as the primary selection criteria, however they are not intended to be an exhaustive list.

#### **Purpose of the Resource**

- Relevant to the Ohio Learning Standards and to the curricular and instructional needs of students and educators
- Relevant to the enhancement of the INFOhio Collection or the Ohio Web Library Collection
- Appropriate reference, research, and instructional applications for PreK-12 students

#### **Quality of Content**

- Accurate and reliably maintained information
- Recent copyright date, as appropriate to subject
- Reflective of the pluralistic nature of a global society
- Free of bias and stereotype
- Representative of differing viewpoints on controversial subjects
- Appropriate for recommended levels
- Any advertising or promotional features are minimal and non-distracting

#### **Functionality and Presentation Style**

- Readable text, attractive graphics, and appealing layout
- User friendly organization, searching capabilities, and navigation tools to enhance information retrieval
- Formatted to effectively support the curriculum
- Flexibility to be used digitally or in print
- Accessible and adaptable for users with special needs
- Easy to understand documentation and online help
- Includes 24 hour, year-round access with remote connection from home
- Provides record keeping and management options if applicable
- Web Content Accessibility Guidelines (WCAG) compliant
- Cost effective in terms of use (or value for cost)

## **COLLECTION DEVELOPMENT GUIDELINES**

- Evidence of good maintenance record and reliable service
- Demonstrates awareness and willingness to adapt to changes in technology when appropriate

### **PROCEDURES FOR SELECTION**

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The inclusion of a resource in the INFOhio Collection will be based on the recommendation of Selection Committees, which will examine the resources under consideration using the criteria listed above. The committees' recommendations will be further informed by the following:

- Input from end users, including evaluations of the current INFOhio Collection and INFOhio pilots or trials
- Standard review sources
- Participation in consortia with other information providers

### **MAINTENANCE AND MONITORING**

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The INFOhio Collection Development Guidelines do not supplant local collection policies. INFOhio cannot review all resources linked from a primary resource, and those linked resources may or may not be appropriate for all students. Library media specialists and teachers are encouraged to review all resources prior to their use with students.

INFOhio resources will be reviewed annually and prior to contract renewal at the direction of the Director.

Resources may be removed from the collection if:

- The resource content no longer supports the Ohio Learning Standards or the curricular and instructional needs of students and educators
- The resource does not provide reliable service
- The resource content is no longer in adequate demand by Ohio students and educators
- The resource is superseded by an equivalent or superior resource
- The resource is no longer deemed cost-effective

### **GUIDELINES REVIEW**

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The INFOhio Advisory Board will review the Collection Development Guidelines at least once every three years.