



Clarksville Elementary School

Home of the Generals!

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Clarksville Community School Corporation Collections Development Plan

Mission Statement

The mission of the Clarksville Community School Libraries is to encourage a love of learning among students by providing myriad options of reading material that appeal to various student interests. The libraries will also aid teachers by providing materials that are appropriate for teaching and supplementing the curriculum taught in each class.

About the Library

The libraries of Clarksville Community Schools serve a school district in the suburban town of Clarksville, Indiana, a town of 21,782 people, according to the U.S. Census Bureau (2022). The median household income for the town is \$49,892.

The school district serves 1,443 students (A. Goldman, personal communication, Nov. 29, 2023). There are three schools served by the libraries in the district: Clarksville Elementary School, Clarksville Middle School, and Clarksville High School. The student population of the district is 64.2% economically disadvantaged (Indiana Department of Education, 2021). The district has a 3.7% population of English language learners. The district's student population of students with disabilities is 15.9%, as of 2021.

Statement on Intellectual Freedom

The Clarksville Community Schools Libraries adhere to the Library Bill of Rights (2019, January 29), as such, the library prioritizes intellectual freedom. School libraries play an important role in the development of critical thinking skills in students. Intellectual freedom is imperative in a school library because students must be able to access a wide variety of resources and develop their own ability to think critically about such material. The library has a responsibility to provide materials that represent all points of view and to play a role in educating students about how to critique these materials before coming to their own conclusions.

Selection

The materials for the Clarksville Community Schools libraries are selected by the Director of Libraries. The Director of Libraries will consult with library paraprofessionals, teachers, and administrators in order to make selections for the school libraries. The Director of Libraries will also consider materials suggested by students. The collections development plan will guide the Director of Libraries and library paraprofessionals in their choices of materials.

Selection Criteria

1. Library materials will support instructional efforts as Clarksville Community Schools by providing support for the curriculum.
2. Library materials will be representative of the needs of students and staff of all backgrounds.
3. Library materials will support a culture of inclusion and diversity.
4. Library materials will include a variety of formats, including both digital and print.
5. Library materials will be factual and represent the most current information.
6. Library materials will be of high physical quality and durability.
7. Library materials will comply with Indiana law.

Acquisition Procedures

Materials will be chosen based on professional reviews and recommendations, as well as award lists. Resources such as *School Library Journal*, *Kirkus Reviews*, *Booklist*, The Young Hoosier Book Awards list, and the Eliot Rosewater High School Book Award list will be used to inform decisions about possible acquisitions.

Recommendations from professional organizations, such as the American Library Association and the Indiana Library Federation, will be considered, as well.

Deselection Procedures

Deselection will be done on a yearly basis by the Director of Libraries. Materials that are in poor shape, are outdated, or that contain material that is incorrect will be removed from the shelves. If an item has not been utilized by patrons in the last five years, it will be deselected. For damaged materials, the librarian will determine based on the item's circulation whether a new copy should be purchased and in what format. Items that can be mended will be if they are still relevant and of interest to patrons. The Director of Libraries will also consider information from students and teachers about the usefulness of available databases as well as usage statistics to determine if the subscriptions to databases will be renewed. For databases that are not being utilized by students, these may be deselected and other options may be considered. Items that are deselected will be made available to classroom teachers for use in classroom libraries, art projects, or poetry projects. Unclaimed books will be added to the collection of free books that may be taken home by students. Books not claimed by students may be donated to the public library or other community organizations.

Retrospective Acquisitions

Retrospective acquisitions may be purchased if the library's current copy is damaged or lost or if a patron submits a request for a specific item. These acquisitions will be determined by information available for each specific title through publishers and retrospective reviews.

Donations

The libraries of Clarksville Community Schools will accept donations and gifts from community members. A person wishing to donate an item should contact the Director of Libraries and they will provide a copy of the list of current needs. A description of the item and its condition are required. Items that are in poor condition or are determined to be non-compliant with Indiana law will not be accepted. In addition, items will be assessed by the librarian based on professional reviews of the material. Materials that are out of date will not be accepted. A thank-you note will be given in return. Donations must be approved by the School Board. The library holds the right to deselect materials at a later date.

Maintenance

Along with the guidelines for weeding, guidelines for maintenance and preservation will be applied. Materials will be inspected upon return to the library or after classroom use. Any damaged materials will be set aside and fixed before being put back onto the shelf, in order to prevent further damage.

In terms of preservation, materials of historical significance, classics, and those that are particularly popular in circulation may be preserved. When materials are purchased, they will be covered with laminate or a book jacket cover to preserve the cover. When books are damaged, the amount of damage, as well as the price of replacing the item, may be taken into account when determining preservation versus replacement. When damage is minimal or replacement is not possible within the budget, the item may be preserved, including by rebinding, fumigating, freezing, or, when the damage is too great, reformatting the material by creating a digital copy.

For audio and video materials, efforts towards preservation may be required in the event that the format of the material is out of date. If these materials are still relevant, a digital copy may be produced.

Procedure to Request Removal of Library Materials

Any parent, guardian, or community member has the right to submit a request to remove materials within the school libraries that are obscene (as described in IC 35-49-2-1) or harmful to minors (as described in IC 35-49-2-2). Requests to remove library materials must be made by submitting a formal complaint using the Request for Reconsideration form provided in Appendix A. All removal requests will be taken seriously. According to Indiana law, materials that are considered “obscene” or “harmful to minors” are prohibited from being housed in the school library.

Indiana Code § 35-49-2-1 defines “obscene” matters in the following manner:

Sec. 1. A matter or performance is obscene for purposes of this article if:

- (1) the average person, applying contemporary community standards, finds that the dominant theme of the matter or performance, taken as a whole, appeals to the prurient interest in sex;
- (2) the matter or performance depicts or describes, in a patently offensive way, sexual conduct; and
- (3) the matter or performance, taken as a whole, lacks serious literary, artistic, political, or scientific value.

Indiana Code § 35-49-2-2 (2022) defines “harmful to minors” in the following manner:

Sec. 2. A matter or performance is harmful to minors for purposes of this article if:

- (1) it describes or represents, in any form, nudity, sexual conduct, sexual excitement, or sado-masochistic abuse;
- (2) considered as a whole, it appeals to the prurient interest in sex of minors;
- (3) it is patently offensive to prevailing standards in the adult community as a whole with respect to what is suitable matter for or performance before minors; and
- (4) considered as a whole, it lacks serious literary, artistic, political, or scientific value for minors.

Any material being requested for removal must go through the formal reconsideration process. Materials should not be removed based on the decision of a single person.

Challenges to Materials and the Reconsideration Process

The steps in handling a challenge to material are as follows (as guided by the American Library Association's *How to Respond to Challenges and Concerns about Library Resources*, 2021) :

1. The librarian will receive an oral complaint from the patron or community member and will listen respectfully. The librarian will try to determine if the complete work has been reviewed by the complainant.
2. The librarian will explain the library's mission and that not all patrons share the same point of view.
3. The librarian will take notes over the conversation.
4. The librarian will give the complainant a copy of the form to request removal of the library material the complainant finds objectionable. The complainant must fill out the entire form and return it to the library or school administration.
5. The librarian will report the conversation to the principal, and provide copies of notes from the conversation and the complainant's written request to remove the material.
6. The form will be reviewed by the Director of Libraries and school administrators. The Director of Libraries or his/her designee will supply administrators with information regarding intellectual freedom and supporting documents, as well as any information the material's publisher has prepared to support against challenges. The Director of Libraries or his/her designee will also supply administrators all information provided by the complainant in support of the request to remove the material.
7. The school administration will submit the information to the superintendent, who will form a committee of school employees to evaluate the material and the request.
8. The committee will make a recommendation on whether or not the material should be removed.
9. The complainant's formal complaint will be submitted to the school board for review and consideration, along with the library's collections development policy, and a copy of the relevant intellectual freedom documents, as well as the recommendation from the committee.
10. The school board will review all material and determine if the item should be removed.
11. The complainant or librarian may appeal the decision by making a written request to the School Board to reconsider its decision. The appealing party will provide materials that support their argument to the School Board.
12. The school board will make the final decision, which will be provided in writing to the Director of Libraries and the complainant.

The complaint and appeal procedures set forth above are available on the web site of each school. In addition, a catalogue of material available in each school library will be posted on each school's web site. A

hard copy of the complaint and appeal procedures set forth above as well as a copy of the catalogue of material available in the school library will be provided upon request.

**Appendix A: Request for Removal Form
Clarksville Community School Corporation**

Title of Materials:

Author:

Publisher:

Material Type:

Request Made By:

Address:

Email/ Phone Number:

Affiliated Organization:

Did you review the entirety of the material? If not, which portion?

Please explain the reasons why you believe the material is obscene or harmful to minors?

Did you discuss this material with the librarian? If so, describe the conversation.

Signature of Requester:

Date:

Please return this form to the office of the respective school.

References

- American Library Association. (2021). *How to Respond to Challenges and Concerns about Library Resources*. American Library Association. <https://www.ala.org/tools/challengesupport/respond>
- American Library Association. (2019, January 29). *Library Bill of Rights*. American Library Association. <https://www.ala.org/advocacy/intfreedom/librarybill>
- IN Code § 35-49-2-1 (2022)
- IN Code § 35-49-2-2 (2022)
- Indiana Department of Education. (2021, October 1). *Clarksville Community School Corporation: Student population*. Indiana Department of Education. <https://inview.doe.in.gov/corporations/1010000000/population>
- U.S. Census Bureau. (2022). *QuickFacts: Clarksville town, Indiana*. U.S. Census Bureau. <https://www.census.gov/quickfacts/fact/table/clarksvilletownindiana/INC110221>