Collection Development Policy  
Bernhard Library – The College Preparatory School

The mission of the Bernhard Library is to support and enrich the curriculum and learning environment of The College Preparatory School (College Prep). The library tries to meet this goal by providing students and faculty/staff access to current and relevant information resources and to help them effectively use these resources through library skills instruction. A secondary focus of the library collection is to encourage lifelong learning by providing recreational reading materials to the College Prep community.

Library Standards
Users of the library are expected to maintain a clean environment (consuming food or liquids other than water is prohibited) and a quiet, respectful atmosphere, which limits the disturbance of others. Users are asked: not to play computer games, not to visit social websites, to use headphones while streaming school-related media, to take phone calls outside, and to keep conversations to a minimum. Individuals or groups that do not adhere to these standards will be asked to leave and may be subject to detention, depending on the severity of their actions.

Use of Resources
Current students, faculty, and staff have access to all library resources (books, periodicals, newspapers, databases, etc.). They are allowed to check out any items that are not on reserve or considered reference materials. There are no fines or costs associated with using library materials but users are expected to pay the cost to replace any lost or damaged materials that they checked out.

Intellectual Freedom
The library follows the American Library Association’s Library Bill of Rights and its interpretations, which encourages an atmosphere of free inquiry and exchange of ideas, an essential component of the educational process.

Selection and Evaluation of Materials
The selection of materials is the responsibility of the librarians and based upon current and future curricular needs of College Prep. Tools used to select materials include reviews and the recommendations of professional library organizations and other respected reviewing media that consider authorship authority, content accuracy, literary merit, and reader interest. Consideration is given to the relevance, diversity, format, suitability, and price of the material with regard to the intellectual and social development of the students. Suggestions made by faculty, students, current parents, and alumni are also taken into account.

Gifts
Gifts will be evaluated by the same criteria as any purchased materials. Items must be in good condition with no highlighting or annotations. Large donations need to be coordinated with the Assistant Head to ensure there is adequate personnel and support to evaluate and select items for the collection. Books from such donations that are not added to the collection will be donated to charity, unless other arrangements have been made.

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Weeding and Withdrawals from Collection
The Bernhard Library periodically evaluates its holdings to maintain a collection that is current, functional, and appropriate for the community. The criteria for weeding include, but are not limited to: condition, accuracy, bias/stereotyping, content and value, usage statistics, permanence, and relevance to the school’s curriculum. These traditional weeding guidelines may not always be observed for some primary source items and curriculum-related materials. The librarians are responsible for making final decisions concerning the removal or replacement of materials.

Controversial/ Challenged Materials
Any criticism of library material must be placed in a written statement and signed so that the school can adequately respond. The Assistant Head and Librarians will discuss the appropriate next steps to be taken. Items will remain in circulation until a final decision has been made.

Further Information
Please contact a librarian at librarians@college-prep.org or 510-652-0111x229.

This policy statement is based upon the Bay Area Independent School Librarians (BAISL) guidelines for selection policy, as well as, collection policies from other BAISL member schools.