



Library Collections Policy

In keeping with St. Nicholas School's mission to "nurture each individual's intellectual, social, and spiritual growth in order to develop independence, a love of learning, and a commitment to service," the school library exists to support the curriculum and independent learning needs of students, faculty, and staff toward that aim. We strive to provide access to high-quality materials and instruction in a student-centered environment designed to equip and empower students as the unique learners they are. We believe in the power of words and seek to increase student literacy and the joy of reading, while inspiring a life-long love of learning and fostering compassion for others.

Selection of Materials

Library resources will be selected by the School Librarian

- to support and enhance the curriculum needs of students and faculty
- to align with our Episcopal identity and core values
- to provide educational materials for a wide range of developmental stages, learning styles, and interests
- to provide engaging, high-quality, up-to-date resources representing a diversity of culture, ideas, and perspectives
- to fit within the parameters of the Library budget (funded by Scholastic Book Fair revenue and donations)

Materials will be selected based on their overall quality, strengths, and relevance to the curriculum and literacy needs of the St. Nicholas community. Not all resources chosen are written from a Christian perspective as, "We need to be, and to be seen to be, open persons who are constructively grappling with the issues of real life as they are reflected broadly in the publishing world."¹ Materials will be judged according to their overall contribution to a well-rounded education according to our mission, Episcopal identity, and core values.

Two positive, professional reviews are required for the acquisition of any resource that has not been personally previewed by the selector.

Faculty are welcome to make material requests, but acquisition decisions are ultimately made by the School Librarian.

Gifts

Gifts to the Library are welcome and will be evaluated based on the above criteria and library collection needs before being added to the collection. All gifts become the property of St. Nicholas School, but special requests for the return of materials that are not added to the collection will be honored when made at the time of donation.

Deselection of Materials

As library resources become outdated, damaged, or lost, the School Librarian will determine if the items can be replaced, newer resources would be beneficial, or if the items are no longer needed. Items no longer needed will be removed from the collection and online catalog.

Sections of the library will be evaluated and weeded every year based on school needs to make room for new acquisitions and ensure that quality resources are being provided. Weeded books that are still in good condition will be offered to faculty, donated, or discarded.

Materials Challenges

In carefully selecting library resources of high quality in accordance with the above standards, the Library goal is to provide educational materials that support the curriculum, promote literacy, and align with our mission, Episcopal identity, and core values. If someone finds material to be objectionable, a challenge may be submitted in writing to [Laura Stephens](#).

Include in the request for review:

- relationship to St. Nicholas School
- the title and author of the work
- specific reasons for objection

whether or not the work has been read in its entirety A committee including the Assistant Head of School, Librarian, and a faculty member will review the request and respond within two weeks. During that time, the book will be checked out to the librarian for review. If the challenger is unsatisfied with the response of the committee, an appeal may be made to the Head of School.

¹Davis, Donald G. 2002. "Intellectual Freedom and Evangelical Faith." In *Christian Librarianship: Essays on the Integration of Faith and Profession*, edited by Gregory A. Smith, 131-38. Jefferson, NC: McFarland & Company.