

Collection Development Policy
George C. Marshall High School Library
2023-2024 School Year

Description of School Community and Its Needs

Marshall HS is an International Baccalaureate (IB) school offering the IB Diploma located in Falls Church, VA. Marshall HS includes an Academy with a variety of courses. With our IB and Academy courses, students have access to advanced learning in a wide range of disciplines and interests. We have a Community B Program and are an intellectually disabled severe service site. The [Davis Center](#) for adult students is also housed within our school site.

The student body of approximately 2,145 in June 2023 reflects the racial and ethnic diversity in Northern Virginia. Based on demographic information from FCPS, as of June of 2023, 11.79% of the students receive English Learner Services and 12.63% receive Special Education Services. About 22.56% of students have free or reduced fees status. Ethnicity representation is 43.31% white, 20.79% Asian, 21.82% Hispanic, 7.23% Black and 6.85% other.

Philosophy Statement

Every student deserves an education that prepares them for lifelong learning, success in the world, and the space to be an affirmed individual. The GCM library aims to support our community by maintaining a collection of information and materials that is representative of our society and developmentally appropriate for our readers. The collection will be freely accessible to enhance the education of all by supporting the pursuit of personal interests and academic growth.

The professional staff at the GCM Library is committed to the belief that all members of the school community should have free access to the materials and that the materials should reflect the rights guaranteed to each citizen by the First Amendment to the US Constitution. In addition, our resources should both reflect, enhance, and educate our community through respectful exploration into a variety of perspectives. Materials will not be deemed inappropriate based on the identities of the characters or authors.

Collection Evaluation and Assessment

The GCM Library collection will be regularly evaluated and assessed to ensure that it is meeting the goals established by this policy and the needs of the Marshall HS community. This evaluation will be achieved through the collection of quantitative data (number of titles, age and timeliness of materials, use, and per capita measures) from library checkout and ordering system reports and qualitative data (shelf-by-shelf review by the librarian).

Collection Development Goal

We would like to take a deep dive into our Sci Fi / Fantasy section. It's a popular section and we'd like to analyze what's there and make sure we are supporting reader interests. Some strategies we'll use:

- Add copy categories to catalog records to allow for better study of circulation data.

- Review titles not circulating to determine if they need to be weeded, highlighted differently, or replaced.
- Refresh of series with missing items
- Determine most popular titles/series/authors
 - Create read-alike tools for readers
 - Order duplicates of most popular titles/series starters to limit long wait times for holds
 - Support with ebook/audio copies
- Do a survey for readers to determine what changes they'd like to see

Our goal is to better serve our readers with the materials they want and need. By the end of this school year we'll have improved the book selection in the Sci Fi/Fantasy section. Long term, we will work on different sections year to year.

Selection Responsibility

Selection of materials is a continuous process involving many participants, including the Marshall High School librarians, students, faculty, and administration to meet the needs of our patrons. The responsibility for coordinating the selection process and for making the final selection rests with the librarians and principal in accordance with county regulations and selection policy (Regulations [3013](#) and [3012](#)). Library users may make recommendations via email, in person or phone conversations, or with the [GCM Library Wish List](#) (for FCPS users only) available on our [website](#).

Selection Criteria

In order to achieve this goal, the library professional staff shall carefully select library materials within budget allocations. The curriculum, individual learning styles, the needs of the students, and the existing collection are given first consideration in determining the materials to be selected at GCM Library. Books may include print items, ebooks, or audiobooks. The best, most accurate, up-to-date materials that can be afforded will be selected following these guidelines:

- Does it reflect the personal needs and desires of the school community taking into consideration diverse interests, abilities, socioeconomic backgrounds, cultural acceptance, reading levels, maturity levels, native languages, and extracurricular interests?
- Is this material something that a member of the community can use?
- Is the information contained accurate and current?
- Does it support the FCPS Program of Studies, Virginia Standards of Learning, IB Curriculum, or other curriculum guidance documents?
- Is it developmentally appropriate in content and/or reading level?
- Is the material reflective of our pluralistic society, free from bias and discrimination?
- Is the material good quality with references to writing and production?
- Are there at least two positive professional review sources or a librarian's complete reading and recommendation?
- For ebooks and audiobooks, are there copyright and/or licensing considerations?

Gifts of materials or funds to be used to purchase materials are accepted with the understanding that their use or disposition will be determined by the Marshall HS Librarians according to the same selection criteria and procedures as purchased materials.

Challenged Materials

If any library material is challenged by any residing individual in Fairfax County, FCPS Regulation [3009](#) will be followed. The LIS Coordinator will be contacted in order to establish and maintain clear procedures for handling the stated challenged material in the GCM Library collection.

Collection Maintenance

The library's full collection will be inventoried a minimum of every three years. The librarians will complete any necessary training and perform the inventory.

Weeding, the removal of library materials, will occur in accordance with FCPS Regulation [3013](#). The weeding and withdrawal process will be continuous according to a long-range plan that provides for complete collection evaluation over a three-year period. Materials will be removed from the library's catalog and they will be boxed up for removal in accordance with regulation [5030](#). The librarian will go through the appropriate process to submit a warehouse request to have boxes removed from the school, following FCPS policy.

Books will be removed based on the following criteria:

- A. In poor physical condition.
- B. Containing obsolete subject matter.
- C. No longer needed to support the curriculum, student interests, or faculty interests.
- D. Superseded by more current information.
- E. Containing inaccurate information.
- F. Having low circulation statistics.
- G. With surplus copies that are no longer needed.
- H. Having limited literary or educational value.
- I. Perpetuating gender bias or stereotyping of minoritized identities.