

**Collection Development Policy**  
**George C. Marshall High School Library**  
2025-2026 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 2,190 in June 2025 reflects the racial and ethnic diversity in Northern Virginia. Based on demographic information from FCPS, as of June of 2025, 15.62% of the students receive English Learner Services and 13.52% receive Special Education Services. About 20.78% of students have free or reduced fees status. Ethnicity representation is 39.95% white, 22.51% Asian, 23.33% Hispanic, 76.80% Black and 7.40% 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 will finish our refresh of the Fiction and Mystery sections. Last year, we weeded based on circulation. This year, we will survey Mystery, Realistic, Romance and Historical Fiction readers to determine if our collection is meeting their interests. Depending on survey responses, we may separate some of these sections out. We will order the items needed to complete any series,

replace much-loved copies and duplicate high-demand titles. In addition, we will work on the marketing for these two sections. We will:

- Create read-alike tools for readers
- Support with ebook/audio copies

Our goal is to better support access to our books based on what readers need, not what we think they need.

### *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.