

## INTRODUCTION

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INFOhio, the information network for Ohio schools, is the state's virtual library and information network for PreK-12 schools. This document delineates the Collection Development Policy utilized by INFOhio staff and committees designated to select and maintain the INFOhio online resource collection.

This serves as INFOhio's collection development policy for resources INFOhio provides statewide. To provide a comprehensive collection that meets the needs of today's schools, local districts also need to support their libraries with additional resources. A local collection development policy and an acceptable use policy in accordance with the Children's Internet Protection Act is imperative to meet the needs of local curricula.

## AUDIENCE

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INFOhio serves Ohio's PreK-12 education community. This includes classroom teachers, library media staff, administrators, and other building and district personnel involved in the design, development, delivery, and evaluation of PreK-12 curricula. INFOhio resources serve the educational and research needs of PreK-12 students, as well as parents and family members interested in working with students and schools.

## OBJECTIVES of the INFOhio COLLECTION

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For Ohio students, INFOhio provides the best connections of people, technology, and resources for learning. INFOhio uses technology to connect PreK-12 students, teachers, library media staff, and parents to the content and tools they need to succeed in the classroom and in life. INFOhio provides access to a core collection of curriculum-related, age-appropriate content resources, instructional resources, and professional resources. These resources reflect a broad range of academic topics, educational issues, pedagogical approaches, and intellectual points of view. Resources that align with and support national standards, state academic content standards, and library media center guidelines are given priority in the collection development process. All INFOhio provided resources should, to the extent possible, exhibit sensitivity to issues related to cultural diversity, gender, disabilities, underserved populations, and special needs populations.

The INFOhio Governing Advisory Board subscribes to the principles of the American Library Association's *Library Bill of Rights* the text of which may be found at:  
<http://www.ala.org/ala/oif/statementspols/statementsif/librarybillrights.htm>.

Many INFOhio resources are purchased in partnership with other information providers. To help ensure the selection of appropriate resources, INFOhio will utilize this Collection Development Policy when working on consortium purchasing decisions.

## **RESPONSIBILITY**

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The INFOhio Governing Advisory Board delegates to the INFOhio Executive Director the authority and responsibility for the selection and acquisition of resources. The Executive Director will appoint members to the Selection Committees from a pool of appropriately trained, professional personnel that include interested PreK-12 librarians, media specialists, classroom teachers (active or retired), curriculum directors and school administrators, as well as higher education faculty members.

## **CRITERIA**

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INFOhio selection committees will use the following criteria in making their recommendations regarding the acquisition of a resource to be included in the INFOhio collection. The items listed below will serve as the primary selection criteria, however they are not intended to be an exhaustive list.

### **Purpose of the Resource**

- Relevant to the Ohio Academic Content Standards and to the curricular and instructional needs of students and educators
- Relevant to the enhancement of the Statewide Core Electronic Information Collection
- Appropriate reference, research and instructional applications for PreK-12 students

### **Quality of Content**

- Accurate and reliably maintained information
- Recent copyright date, as appropriate to subject
- Reflective of the pluralistic nature of a global society
- Free of bias and stereotype
- Representative of differing viewpoints on controversial subjects
- Appropriate for recommended levels
- Any advertising or promotional features are minimal and non-distracting

### **Functionality and Presentation Style**

- Readable text, attractive graphics, and appealing layout
- User friendly organization, searching capabilities, and navigation tools to enhance information retrieval
- Formatted to effectively support the curriculum
- Considerate of the special needs of disabled or disadvantaged users
- Easy to understand documentation and online help
- Includes 24 hour, year-round access with remote connection from home
- Provides record keeping and management options if applicable
- Web accessible; WC3 and Z39.50 compliant
- Cost effective in terms of use (or value for cost)
- Evidence of good maintenance record and reliable service
- Demonstrates awareness and willingness to adapt to changes in technology when appropriate

## PROCEDURES FOR SELECTION

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The inclusion of a resource in the INFOhio Core Collection will be based on the recommendation of selection committees, which will examine the resources under consideration using the criteria listed above. The committees' recommendations will be further informed by the following:

- Input from end users, including evaluations of the current INFOhio Core Collection and INFOhio Preview products
- Standard review sources
- Participation in consortia with other information providers

## MAINTENANCE AND MONITORING

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The INFOhio Collection Development Policy does not supplant local collection policies. INFOhio cannot review all resources linked from a primary resource, and those linked resources may or may not be appropriate for all students. Library media specialists and teachers are encouraged to review all resources prior to their use with students.

INFOhio resources will be reviewed annually and prior to contract renewal at the direction of the Executive Director.

Resources may be removed from the collection if:

- The resource content no longer supports the Ohio Academic Content Standards, or the curricular and instructional needs of students and educators
- The resource does not provide reliable service
- The resource content is no longer in adequate demand by Ohio students and educators.
- The resource is superseded by an equivalent or superior resource
- The resource is no longer deemed cost-effective

## RECONSIDERATION OF MATERIALS

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The INFOhio Executive Director is designated by the Governing Advisory Board to handle complaints regarding the appropriateness of INFOhio resources. All complaints regarding INFOhio resources shall be forwarded to the Executive Director. The Executive Director will contact the complainant to discuss the complaint, share the INFOhio Collection Development Policy, and provide other pertinent information regarding the questioned resource. The Executive Director will keep documentation of all correspondence regarding complaints concerning INFOhio resources.

If the complaint is not resolved at this level, the complainant shall be provided a Request for Reconsideration form that must be completed and returned before further consideration can be given to the complaint. If the formal request for reconsideration is not returned within two weeks, the complaint will be considered closed.

When a completed Request for Reconsideration form is returned, the Executive Director will convene a reconsideration committee composed of members with experience and expertise appropriate to the type of complaint being considered. The reconsideration committee will discuss the purpose and use of the resource, professional reviews, and the selection criteria and procedure. Within sixty days, the reconsideration committee will report findings to the Executive Director, who will send a formal report and recommendation to the Governing Advisory Board and a response to the complainant.

In answering the complainant, the Executive Director shall explain the selection system, give the guidelines used for selection, and cite authorities used in reaching decisions. If the committee decides to keep the resource that caused the complaint, the complainant shall be given an explanation. If the complaint is deemed to be valid, the Executive Director will acknowledge the decision to the complainant and make the recommended changes.

If the complainant is still not satisfied, he or she may present an appeal to the Governing Advisory Board for a final determination of the issue. The Governing Advisory Board may seek assistance from outside organizations such as the American Library Association, etc. in making its determination. The resource in question shall not be removed from the collection until a final decision regarding its status is rendered.

## **POLICY REVIEW**

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The INFOhio Governing Advisory Board will review this Collection Development Policy at least once every three years.