



TITLE:	Curriculum Materials Library-Collection Policy	REVISION:	C
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DEPARTMENT:	CML	PAGE 1 OF 6	

Description of the academic program and purpose of the collection.

The library seeks to develop collections in support of the College of Education at Grand Valley State University, as well as students in the content teaching areas, including social studies, reading, integrated sciences, geography, geology, mathematics, foreign languages, music, dance, and the arts. The COE is NCATE accredited (National Council for Accreditation of Teacher Education). Education faculty teaches courses and seminars in educational philosophy, methods and materials, school organization and management, and technology and assessment. Faculty from the College of Liberal Arts teaches content areas. The undergraduate teacher preparation is an upper-division professional program. During their freshman, sophomore, and junior years, students work toward fulfilling degree requirements and prerequisite courses in education to permit application to the undergraduate teacher education program. Students may complete a general education major in elementary or secondary education or a special education major. The COE offers 28 major/minor programs approved by the Michigan Department of Education. COE undergraduate and graduate programs lead to Michigan provisional certification, graduate degrees, professional certification, certificate renewal, endorsements and approvals. The COE is GVSU's largest graduate school. The masters programs include degrees in educational specialist/leadership, special education administration, educational technology, higher education (adult and higher education and an emphasis in college student affairs leadership), instruction and curriculum (advanced content specialization, early childhood, educational differentiation, elementary or secondary level), literacy studies (TESOL and reading), school counseling, and special education (cognitive and emotional impairments, early childhood developmental delay, learning disabilities). There is an emphasis on making every graduate education program available online.

Coordination (including descriptions of collaboration and relationships with other subject areas, as well as any dependency on collecting occurring in other subject areas)

Materials that are specific to the teaching of pre-kindergarten through twelfth grades such as lesson plan resources, kits, instructional or lesson oriented videos/DVDs, and other practical topics will be purchased from the funds provided the College of Education (ED\$) specifically for the Curriculum Materials Library. The field of education is wide with considerable overlap into other subject areas. The LC classification for the majority of education is located in the Ls. Some examples of items purchased from the general education fund (EDX) include materials on early childhood education, reading, science education, etc.

Some collection development overlap will occur between other funds/collection areas: educational technology, educational leadership, school counseling, and the Curriculum Materials Library's materials. These areas usually include a LC subheading for the 'Study and Teaching of'. Items purchased from these funds will deal directly with those areas (i.e., technology use in education materials will be purchased from Education Technology (EDTM); leadership materials on superintendency, principalship, special education administration, educational specialist leadership from Education Leadership (EDLM); school counseling, child psychology, child development, career guidance, and study skills from Education Counseling (EDCM).

Collaboration with other library liaisons from other disciplines will be sought. Library subject liaisons (i.e., music, math, TESOL, science, etc.) may forward titles they wish to add to the CML collection but these items must have a PK-12 grade emphasis.

Materials for both the undergraduate and graduate studies will be collected.

Goals and Objectives

CML is a unit of the Grand Valley State University Libraries. The function of CML is to make available for preview, review, analysis, and use a sampling of current, high quality instructional materials for preschool through grade twelve.

This facility serves primarily the students and faculty both in the College of Education and in other departments offering subject-area courses. To better serve the education content faculty and students, CML maintains at Zumberge Library a

separate Curriculum Collection (ZCC) containing textbooks and lesson planning books that has been identified by the content faculty. As a part of the University Libraries, CML is open to all GVSU library patrons. Public patrons will have access using their MichiCard cards. Restrictions may apply to non-GVSU patrons.

Reference, information services, bibliographic instructions, and orientations are provided at CML.

Patrons

- A. Education undergraduate or graduate students and faculty whether in education or in subject-area courses taught by the College of Education or other GVSU departments
- B. Non-education undergraduate or graduate students
- C. Faculty and staff in all academic departments
- D. Other library card patrons (MichiCard patrons with valid library cards)

As part of its philosophy, the CML endorses the following statements from the

- 1. American Library Association
 - a. The Bill of Rights
 - b. Intellectual Freedom Statement
 - c. Librarians' Code of Ethics
 - d. Statement of Professional Ethics
 - e. Freedom to Read Statement
- 2. National Council of Teachers of English *Students' Right to Read*
- 3. In the spirit of these documents, reasonable efforts will be made to locate materials elsewhere for patrons and to recommend additional sources of information when the CML's collection does not provide the needed resources.

Borrowing Restrictions

Patrons must possess a valid Grand Valley State University library card and must abide all policies and regulations set by the University Libraries. Public patrons must have a valid MichiCard and abide by those policies and restrictions.

Various formats have different loan periods. These loan periods are set in relation to the University Libraries loan restrictions, the material type, and the best use of the collection.

Because of the unique collection and use of the materials at CML, all patrons, including faculty, are charged for overdue or lost items using the same fine systems established by the University Libraries.

CML Reservation

Because of the unique collections, students and faculty are strongly encouraged to plan ahead when using items from the CML for classroom projects or presentations. Videos/DVDs, puppets, or hands-on-items may be placed on hold for specific times and dates. To place a reservation on an item, patrons are requested to contact the CML staff.

Collection Development

Priority for purchase is given to materials that most directly support course work in preparing students to meet requirements of educational degrees and credentials.

Material selection criteria consider the potential use of the materials on both a current and a long-term basis. Materials should receive favorable reviews in the professional literature of a given subject field or in a standard review source. Materials should support the current courses at GVSU.

Suggestions for purchase by faculty and students are followed up with a review search, if at all possible. Textbooks and lesson planning books for addition to the ZCC will also be purchased upon recommendations by education content faculty. Choice of each item is based on its relationship to the CML collection and its contribution to stated collection development policies.

A. Guidelines

1. Curriculum level and subject areas: The CML collection contains media and resources appropriate for pre-school through secondary education.
 - a. Reading, language arts, spelling, handwriting, social studies, history, geography, geology, foreign languages, music, sciences, health, mathematics, bilingual/ESL materials are examples of subject areas included in the collection.
 - b. The collection is arranged according to the Library of Congress classification system.
 - c. Materials that encourage an understanding and appreciation of diversity are collected.
2. Languages: The primary language of the material is English, although materials used to teach foreign languages or in a bilingual/multicultural environment are also included.
3. Chronology: Recently published or produced items shall be collected. Older materials may be kept because of the historical or research value.

B. Collection Formats

Print Materials:

1. Textbooks
 - a. Textbooks in all curricular subjects and grades levels may be selected.
 - b. Due to budget and space constraints, an entire set of textbooks may not be purchased. Instead, the teacher and student texts for all grade levels will be purchased. One complete grade level from a series may be selected to include peripheral materials. This approach allows a patron to view what might be available for a grade.
 - c. Textbooks published by school districts may be collected.
 - d. College textbooks are not collected.
 - e. Advanced copies of textbooks are not collected.
2. Professional Supplemental Materials
 - a. The Professional Supplemental Materials include activities sheets that are curriculum related, such as those published by Teacher Created Materials, are collected.
 - b. Bulletin board books, idea books, and how-to-do books, such as the Scholastic Professional series, are purchased.
4. Reference Collection
 - a. The CML Reference Collection is limited to those items that focus on curricula and/or lesson planning. A more comprehensive education reference collection is maintained at the Steelcase Library and the Zumberge Juvenile Reference Collection.
 - b. Select reference materials are collected, such as Michigan Model.
5. Magazines
 - a. A select collection of children magazines that support a school curriculum may be collected. Various titles include *Cobblestone*, *Faces*, *Odyssey*, *Ranger Rick*.
 - b. Teacher hands-on, ready-to-use teacher magazines may also be collected. Titles include *Mailbox* and *Instructor*.
 - c. All other educational magazines or journals are maintained at the Steelcase Library or content specific at the Zumberge Library (i.e., *Teaching Children Mathematics*).
6. Juvenile
 - a. The Juvenile Collection is located at the Zumberge Library.
 - b. Juvenile literature may be found at CML if it is specific to a curriculum kit.
 - c. Teacher guides to individual juvenile books, located at Zumberge Library, may be collected.
 - d. Juvenile books that contain activities may be purchased.
 - e. Children's reference materials such as encyclopedias, atlases, dictionaries, thesauri, or special children's reference materials that support a K-12 school curriculum may be collected.
 - f. Big Books are purchased that cross all disciplines and styles.
7. Test Collection
 - a. Assessment and evaluation materials that directly support education courses are collected selectively.
 - b. Because of purchase restrictions and secure storage requirements of most test publishers, tests comprise a special collection and are checked out only to faculty.
 - c. Tests are kept in a locked cabinet for security.
 - d. No copying of any test materials or manuals is allowed because of purchase restrictions.
 - e. Type of tests may be collected:

- i. Achievement tests
- ii. Diagnostic tests
- iii. Skills Ability tests
- iv. Personality tests
- v. Vocational tests

Electronic Materials:

Due to the increase availability of e-resources and online classes, the purchase of electronic K-12 textbooks Professional Supplement Materials shall be pursued if at all possible. The same criteria for purchase of print materials shall be used.

Non-print Materials:

Teaching aids are purchased for demonstration purposes and to provide resources that students can review or use in lesson preparation and classroom teaching.

Examples include:

1. Charts
2. Globes
3. Models and realia
4. Multimedia kits
5. Photographs and slides
6. Posters
7. Puppets
8. Simulation games
9. Study prints
10. Toys
11. Transparencies
12. CDs included with textbooks
13. Software included with textbooks
14. Music CDs included with music textbooks
15. Sound cassettes
16. DVDs/Streaming Videos
 - a. Streaming videos will be the first avenue of purchase if at all possible due to the increased amount of online courses and the use of Blackboard. Streaming videos allow for easier access for faculty and students. At this time, GVSU offers access to Films on Demand, Education in Video, Annenberg/CPB, and other vendors.
 - b. DVDs are those items a faculty may choose to demonstrate an education concept/theory or provide a historical perspective on education.
 - c. DVDs may be those items that a student would use in lesson preparation.
 - d. VHS tapes will be purchased *only* if the item is not available in DVD or streaming video formats
17. Free Materials
 - a. Materials from commercial organizations must be critically examined before addition into the collection. Consideration must be given to bias, purpose, cataloging, and usefulness to the collection and education classes. Materials from the government or professional organizations will be reviewed for appropriate placement in CML.

C. Equipment:

CML will purchase equipment that is available in school districts. Emphasis is placed on emerging technologies, but realizing that many districts may still use equipment that is no longer available. Selection of equipment may be necessary to facilitate use of the collection. CML will purchase, when possible, a wide variety of equipment to provide students with hands on experience with different types equipment found in the education setting. Examples of education equipment are:

1. Die cuts
2. Binding machines
3. Laminator
4. Postermakers
5. Slide projector

6. Digital cameras
7. Digital video cameras with tripod

Selection Criteria

CML will follow the selection criteria established by the University Libraries and the Collection Development Policy.

Selection Process

CML will follow the selection process established by the University Libraries and the Collection Development Policy.

Selection Sources

CML will follow similar selections sources established by the University Libraries and the Collection Development Policy. Specific review sources may include:

1. *Childhood Education*
2. *Media and Methods*
3. *School Library Journal*
3. *School Library Media Quarterly*
4. *Technology & Learning*
5. *VOYA*
6. *America Music Teacher*
7. *Arithmetic Teacher*
8. *English Journal*
9. *Journal of Reading*
10. *Language Arts*
11. *Mathematics Teacher*
12. *Reader Teacher*
13. *Science and Children*
14. *Science Scope*
15. *Science Teacher*
16. *Social Education*

Gifts/Donations

CML will follow the similar selections sources established by the University Libraries and the Collection Development Policy. <https://www.gvsu.edu/library/giftpolicy>

Requests/Holds

CML will follow the similar selections sources established by the University Libraries and the Collection Development Policy. <http://gvsu.edu/library/policies-loaning-items-93.htm>

Collection Maintenance and Evaluation

The CML staff will inventory the collection on a regular basis to determine:

1. Condition of materials
2. Availability of materials
3. Deselection (weeding) of materials
 - a. Titles will be reviewed for their
 1. Instructional uniqueness in the CML
 2. Completeness of series
 3. Popularity of material (use in the districts/schools)
 4. Physical condition
 5. Relation to the current education courses
 - b. Titles will be withdrawn in accordance to similar deselection policies established by the University Libraries and the Collection Development Policy.
4. Replacements of materials

Consideration will be given to replacing items lost from the collection, as identified. Items in poor physical condition may also warrant replacement. Criteria that are followed include:

 - a. Level of circulation or usage

- b. Age
- c. Pending release of a newer or revised edition
- d. Relevance to the current curriculum at the GVSU.

Equipment

The education equipment is designated for use by current GVSU students, faculty, and staff for class or departmental related projects only. Non-affiliated GVSU patrons may use the equipment (die cuts, binding machines, laminators, poster machines), but cannot check out the slide projector, cameras and tripods.

Library Right to Privacy Act

When a patron checks out materials from CML, or any University Libraries, law protects their right to privacy. Library employees cannot inform another patron who has a particular item. Library employees cannot release a list of what a person has checked out in the past or currently has checked out.

<http://www.ala.org/Template.cfm?Section=interpretations&Template=/ContentManagement/ContentDisplay.cfm&ContentID=88625>

Statistics

An automatic counter found on the security gate shall maintain entrance counts into CML. Reference type statistics are divided by actual visits, telephone contacts, and reference questions at CML. The CML records reference statistics using LibStats. The CML records orientations and instructions using the Drupal form.

Emergency Closing

In case of an emergency, the CML Student Worker will notify the CML Staff person. The Staff person will then find someone to work or notify the Steelcase Library Circulation Staff if closing is required. Emergencies constitute a sudden personal illness or sudden personal event where a substitute CML student worker cannot be found.

All other emergency policies shall be similar to those of the GVSU Libraries.

Safety

If at any time, a CML worker feels uncomfortable by any patron, the worker is to call the Steelcase Library Circulation Staff (616.331.6799). If the worker feels threatened they should call campus security (Pew campus: 616.331.6677). Workers may call 911 at any time in case of a life threatening emergency.