



مدارس أكسفورد
OXFORD SCHOOLS

شركة المعهد الوطني للعلوم الهندسية والإدارة
The National Institute for Engineering & Managerial Science Co.



Oxford Schools Standards for School Library Resource Collections



Oxford Schools

✚ Standards Overview

- **All schools regardless of enrollment or grades served should use these core collection standards for evaluating the library resource collection. The results of the evaluation should be used for long-range planning to establish goals for collection development.**
- **Standard selection tools and the Oxfords’ library Department of collection development guidelines (are used to facilitate decisions on acquisitions, weeding, and collection evaluation). (See appendix A for weeding guidelines.)**
- **All items available in the library resource collection are catalogued and managed with an up-to-date circulation system. Web-based resources are available at school day.**
- **The resource collection is catalogued according to the library System.**

Basic
<ul style="list-style-type: none"> • A minimum of 8 books per student that meet the Basic age requirements, are current, aligned with the curriculum, reflect students’ interests, and are age and developmentally appropriate.

- **The collection of resources is aligned with the school’s curriculum to support the instructional program of the school and district. These resources also meet the recreational reading needs of the school community. (See appendix B for Resource Alignment through Curriculum Mapping.)**
- **No more than five copies of the same print title may be counted to meet standard for minimum number of books per student.**
- **Classroom sets may be catalogued into the library media center resource database for inventory and accountability purposes but may not be counted to meet standard for minimum number of books per student.**
- **Multi-volume sets (e.g., multi-volume encyclopedias) are counted as one title.**
- **The collection provides access to resources in a variety of formats as reflected in the following grade band charts.**
- **To balance the collection and facilitate collection development the following percentages for the fiction and nonfiction sections are**

recommended. However, these percentages may vary depending on an individual school's instructional program. For example, a high school with a strong literacy initiative may need a collection that is 50% fiction and 50% nonfiction.

Grade ranges	Fiction percentage of collection	Nonfiction percentage of collection
Elementary (1-6)	60%	40%
Middle School(7-9)	35%	65%
High School(10-12)	35%	65%

- **The general library resource collection contains fiction books:**
 - that are age and developmentally appropriate for the students served;
 - That are diverse and multicultural in scope;
 - That address subjects of interest to the students served;
 - That are reflective of current and classic literature; and
 - That meets the age standards found in the following grade band charts.
- **The general library resource collection contains a combination of non-fiction print and non-print resources:**
 - That are aligned with the school's curriculum;
 - That address subjects of interest to the students served;
 - That are age and developmentally appropriate for the students served; and
 - That meets the age standards found in the following grade band charts.
- **The fiction collection will have an older average copyright date than the non-fiction collection; however, this collection, like the non-fiction collection, should be evaluated and renewed annually to remove items that are outdated, irrelevant, or damaged beyond repair.**
- **The non-fiction collection is evaluated annually to remove items containing obvious factual errors, outdated information, or that no longer meets the current curricular needs, or damaged beyond repair. Specific recommendations for annual renewal rates are found in the following grade band charts. Non-fiction items removed from the collection should be discarded according to (Appendix B) Non-fiction items deemed too old for the library resource collection are likewise too old for general classroom use and should, therefore, be discarded. Misinformation is worse than no information at all.**

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- The following areas of the collection—print and non-print resources—have been identified as critical areas due to rapidly changing information: political science, economics, science, technology, geography, and travel. These areas should be evaluated, weeded, and renewed annually. Specific recommendations for annual renewal rates are found in the following grade band charts.
- All electronic resources should be available via the LAN and should be accessible on every computer that has LAN connectivity throughout the school and available during the school day.

Grade Definitions:

- **Elementary School:** Standards for elementary schools were developed for the grades from (1-6), should adapt these standards accordingly to meet the needs of their students.
- **Middle School:** Standards for middle schools were developed for the traditional middle school serving grades 7-9. Schools with any grade combination that includes grades 7 through 9 should comply with the middle school standards with adaptations made to address the standards for other grades.
- **High School:** Standards for high schools were developed for the traditional high school serving grades 10 through 12. Schools with any grade combination that includes grades 10 through 12 should comply with the high school standards.

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✚ Elementary School Library Resource Collection Standards Grade (1-6)

Basic
<ul style="list-style-type: none"> • A minimum of 13 books per student. These books should meet the following age criteria, be aligned with the curriculum, reflect students' interests, and be age and developmentally appropriate. • At least 8 percent of the collection is updated annually. • The overall average copyright date for the fiction books, including Easy, paperbacks, books-on-tape and e-books, is no more than 17 years from current calendar date. • The overall average copyright date for the non-fiction books, including Easy, books-on-tape and e-books, is no more than 7 years from the current calendar date. • The average copyright date for the total collection is 13 years from current calendar date.¹

Encyclopedia

Basic

GENERAL

- 1 multi-volume print set and/or online encyclopedia

SUBJECT

- At least one multi-volume encyclopedia (no more than 7 years from current calendar date) in each of the following subject areas:
 - General science,
 - Social studies,
 - World cultures, and Geography

Dictionaries

GENERAL

- 1 dictionary no more than 5 years from the current calendar dates appropriate for the primary grades.
- 1 dictionary no more than 5 years from the current calendar dates appropriate for the upper elementary grades.
- 1 foreign language dictionary for common languages of ESOL students.

BIOGRAPHICAL

- 1 biographical dictionary.

GEOGRAPHICAL

- 1 geographical dictionary.

Atlas

- 1 comprehensive atlas

Almanac

- 1 general almanac that is the latest edition

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Thesaurus

- **1 standard thesaurus**

Magazines

- **At least 15 subscriptions**

Newspapers

- **Access to a local or regional newspaper**
- **Access to a national newspaper**

Middle & High School Library Resource Collection Standards Grades 7-12

Basic

- **A minimum of 8 books per student. These books should meet the following age criteria, be aligned with the curriculum, reflect students' interests, and be age and developmentally appropriate.**

Fiction and Nonfiction

- **At least 8 percent of the collection is updated annually.**
- **10 percent of the collection is updated annually.**
- **The average copyright date for the fiction books, including paperback books, books-on-tape and e-books, is no more than 17 years from current calendar date.**
- **The average copyright date for the non-fiction books, including books-on-tape and e-books, is no more than 7 years from the current calendar date.**
- **The average copyright date for the total collection is no more than 11 years from current calendar date.³**
- **The average copyright date for the total collection is no more than 14 years from current calendar date.²**

Encyclopedia

- 1 multi-volume encyclopedia sets, print and/or online

HISTORY AND GEOGRAPHY

- 1 encyclopedia of American history.
- 1 encyclopedia of world history.
- 1 encyclopedia of world geography.
- 1 general encyclopedia of world religions.
- 1 general encyclopedia of world cultures (no more than 7 years from current calendar date).

BIOGRAPHIES

- 1 encyclopedia of world biographies; one of which is no more than 7 years from current calendar date.
- 1 encyclopedia of American biographies; one of which is no more than 7 years from current calendar date.

FINE ARTS

- 1 general encyclopedias of art (e.g., art, music).

SCIENCE AND MATHEMATICS

- 1 general science encyclopedia.
- 1 general mathematics encyclopedia.

HEALTH, FOOD, & NUTRITION

- 1 general encyclopedia of health.
- 1 general encyclopedia of food and nutrition.

CAREERS

- 1 encyclopedia on careers which is no more than 5 years from current calendar date.

Dictionaries

- 1 dictionary of names and nicknames

+ ENGLISH/LANGUAGE ARTS

- 2 different abridged dictionaries, print and/or online.
- 1 collegiate dictionary.
- 1 synonym and antonym dictionary.
- 1 poetry dictionary.
- 2-3 specialized dictionaries on specific authors, genres, literary periods, and other relevant topics.

+ FOREIGN LANGUAGE

- 1 foreign language dictionaries for each language taught.

+ HISTORY, GEOGRAPHY, BUSINESS, POLITICAL SCIENCE, AND ECONOMICS

- 1 dictionary related to business, economics, management, etc.
- 1 geographical dictionaries; one is no more than 7 years from current calendar date.
- 1 dictionary of historical terms
- 1 dictionaries of world religions

+ BIOGRAPHICAL

- 1 general biographical dictionary

+ HEALTH, FOOD, FITNESS, & NUTRITION

- 1 dictionary related to at least two of the following health, food, fitness, and nutrition.

+ FINE ARTS

- 1 general music dictionary
- 1 general art dictionary
- 1 dictionary of art terms

+ CAREERS

- 1 standard job outlook handbooks; one of which is the latest edition

Thesaurus

- 1 thesauri, print and/or online

Atlases

(Print or Online)

- Access to DISCUS

HISTORY AND GEOGRAPHY

- 1 current comprehensive atlas
- 1 atlas of American history

SCIENCE

- 1 space atlas
- 1 ocean atlas

General Reference Sources

(Print or Online)

+ ENGLISH/LANGUAGE ARTS

- **1 basic literary handbook for each type of literature: American, British, and World**
- **1 poetry index**

+ HISTORY, GEOGRAPHY, BUSINESS, POLITICAL SCIENCE, AND ECONOMICS

- **1 handbook of world governments that is the latest edition**

+ SCIENCE AND MATHEMATICS

- **1 natural science handbooks on each at least 6 of the following areas:**
 - **Birds,**
 - **Plants,**
 - **Trees,**
 - **Wildflowers,**
 - **Shells,**
 - **Fish,**
 - **Wild animals, and**
 - **Other subjects relevant to the curriculum**

+ GENERAL INTEREST

- **1 general book of quotations**
- **1 book of sports records, latest edition**
- **1 book of sports trivia**
- **1 general book of trivia**

+ BIOGRAPHICAL

- **A minimum of 2 biographical reference sources on each of the following groups (Subject areas should include math, science, fine arts and literature, government, politics, and other areas of endeavor relevant to the curriculum):**
 - **Authors**
 - **Americans of both current and historical interest;**
 - **World figures (of both current and historical interest) from science, math, the arts, politics, and other areas relevant to the curriculum;**

Current and historical figures of broad general interest and appeal

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Magazines

- **A minimum of 2 current subscriptions**

Newspapers

- **Access to a national newspaper**

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Standards for Technology

- Computer workstations for student and teacher use have LAN connectivity, providing access to all local software and Internet resources

Basic
Computer Workstations
<ul style="list-style-type: none"> • The library media center should have computer workstations for student use equivalent to 2 percent of the total enrollment. • At least 2 computers are available for teacher use in the professional room. • Each library media specialist has a computer workstation. • At least one computer is dedicated to the circulation process. An additional computer is available for clerical use and for circulation. • The total is 7 computers for students
Other Equipment
<div style="border: 1px solid black; background-color: yellow; padding: 10px; text-align: center;"> <p>The library media center should have the same technology available for instruction as found in classrooms, including an interactive whiteboard and a data projector.</p> </div> <p>The library media center should also have the following:</p> <ul style="list-style-type: none"> • One networked black & white laser printer • One color printer • CD player for library use. • 1 television for library use • 1 document camera for library use

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Appendix A

Guidelines on Weeding

Why Weed

- To remove outdated, obsolete items and make room for newer more valuable items
- To make the library more user friendly
- To strengthen the collection alignment with the classroom curriculum
- To remove the illusion of a well-rounded, well-stocked collection

How to Weed

- Identify objective criteria
 - a target circulation date (three years)
 - a target copyright date, either a general copyright date or dates specific to Dewey areas (e.g., Fiction, 20 years; 600s, 3 years)
- Pull materials for further evaluation based on subjective criteria (e.g., condition, format, content).
- Include lead teachers, department chairs, and so forth, to evaluate the identified materials and assist in preliminary determination of items for possible discard.
- Discard identified materials according to the district policy or state guidelines in the absence of a district policy.

OBJECTIVE CRITERIA

- Exceeds target copyright date
- Low circulation rate

SUBJECTIVE CRITERIA

- Physical Condition
 - Pages torn
 - Book covers torn—not repaired or not repaired appropriately
 - Ragged bindings, poorly repaired bindings
- Content
 - Out-of-date
 - Trivial subject matter or approach to subject matter

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- **Inaccurate information (*Misinformation is worse than no information!*)**
- **Newer editions available**
- **Not on a standards list**
- **Not circulated**
- **Not used for reference**
- **Unneeded duplicate**
- **Biased, depicts inappropriate stereotypes**
- **Interest or reading level inappropriate for student body**

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Appendix B

Guidelines for Disposing of Discarded Materials

Books (hardback, paperback, reference):

- Identify items to be discarded.
- Remove all school identifiable markings.
- Remove the barcode label(s).
- Remove the front and back covers.
- Place removed book covers in trash receptacle.
- Separate the pages of the books into at least 3 sections.
- Place book pages in recycle bin.
- Delete records from library database.

Magazines (student and professional):

- Identify items to be discarded.
- Remove all school.
- Remove any barcode label(s).
- Delete relevant records from library database.
- Offer to art teacher for future projects.
- Place in recycle bin.

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Appendix C

Suggestions for Online Subscription Resources

- **Raz-learning(1-6)**
- **Common core important website**
- **Ks learning .com**
- **Elsagames.com**
- **Thinkcentral.com**
- **Eclipse.com/for religion ,Road to success and for a better world**
- **<http://www.K12 Readers.com/common-core-standard kcsc/>**
- **<http://www.cambridgeschool.eu/en/curriculum-learning/documents>**