

Curriculum Library Collection Policy

Academic Program Support

The Library provides print and non-print materials designed specifically to support the instructional program of the UWM School of Education, the methods and practicum courses in the educational curriculum, and the children's and young adult literature courses taught in UWM's Schools of Education and Library, the English Department, and Information Science. The purpose of this Library is to provide--for inspection, evaluation, and classroom use--high quality materials which may be used with children from preschool through grade twelve, or for adult basic education. These materials are supplemental to classroom instruction. In order to ensure collection quality, collection development is based upon the curricular needs of the related departments. Materials selected are representative of instructional methods and materials used in today's preschool through twelfth grade classroom.

To provide materials which relate to and support the profession of teaching and classroom instruction, the Professional Collection brings together a core set of materials which deal with the practical aspects of teaching. Materials related to educational research, theory, and history are not acquired for this collection, but for the UWM Libraries' general collection.

Collection Level

Advanced study.

Collection Profile

The Library contains resources appropriate for preschool through secondary education and adult basic education. Bilingual and multicultural education; language arts; foreign languages; literature; music; science; spelling; handwriting; health; mathematics; reading; social studies; early childhood education; adult basic education; and encyclopedias and dictionaries for children and young adults, are examples of subject areas included in this Library.

- *Textbooks*

Textbooks in all major curricular subjects are selected for grades K-12. An attempt is made to acquire those texts adopted by local schools. Other exemplary texts are collected selectively. The textbook collection emphasizes materials published within the last ten years. For research value, some older texts are transferred from the current collection to the Historical Collection.

- *Curriculum Guides*

Preschool through twelfth grade curriculum guides from the state, regional, and national level are collected selectively; the Kraus Curriculum Development Library offers online access to over 6,000 documents (as of 2006).

- *Literature for Youth*

Books appropriate for the preschool child through young adult are collected. Award winners, honor books, and the young adult notable books are collected comprehensively. Other types of literature collected include children's classics, beginning-to-read books, picture books, folk literature, mythology, modern fantasy, poetry, historical fiction, realistic fiction, science fiction, informational books, biography, and autobiography. Also collected are examples of new trends such as popular series, graphic novels and magna.

- *Professional Collection*

Materials are selected for their usefulness to teachers, student teachers, education and library science students. Topics include: idea and activity books, bibliographies of children's and young adult literature, selected teaching methods books, and books which teach Education students how to write behavioral objectives and prepare lesson plans.

- *Reference Collection*

The newest editions of reference sources which are related to other materials in the Library are regularly purchased, including indexes and bibliographies of children's and young adult literature, indexes, encyclopedias, dictionaries and thesauri, biographical information dealing with authors and illustrators of literature for youth.

- *Journals*

A collection of journals that discuss and review literature for youth, as well as library and educational services for children and young adults, is maintained. Research journals are located in the UWM Libraries' general collection.

- *Educational Software*

Examples of educational software appropriate for grades K-12 is added to the collection in order to support the curriculum of the School of Education, and to provide examination copies for students, faculty, and teachers.

- *Government Documents*

Government documents offer authoritative information and are an especially useful source of maps, statistics, and curriculum guides. When they contain subject matter appropriate for this

collection, they are added. Curriculum guides published by State of Wisconsin, or local agencies, are acquired.

- *Nonprint Materials*

Audiovisual materials are acquired for demonstration purposes and to provide resources that students use in lesson preparation and classroom instruction. Video/DVD formats are acquired for this collection only if for children and/or young adults. Examples of other formats include charts, pictures, study prints, photographs, slides, cassettes, multimedia kits, simulation games, transparencies, manipulatives, models, realia, and educational toys.

- *Historical Collection*

The Historical Collection comprises:

- Children's books deemed historically important because the author or illustrator is likely to continue to be of significant stature; or because the topic covered in the work is of significant value;
- Selected textbooks published over a decade ago which have research value.

- *Electronic Resources*

A selective list of Internet education resources is available on the collection's Web site. This guide is intended as a representative sample of available resources and not a comprehensive list.

Selection Criteria

The potential use of materials is considered on both an immediate and long-term basis. In general, the materials selected should have received favorable reviews in the professional literature of a given subject field or in a standard review source. Examples of poor instructional materials are also useful in the collection, representing what not to select or incorporate in a teaching strategy. The following, not necessarily in order of priority, are factors important to the selection process:

- *Curriculum Correlation*

Materials are selected in support of curricular studies in UWM's School of Education and School of Information Studies.

- *Academic Level*

The content should be at the level appropriate for the intended learners, i.e. K-12 or basic adult education. Within that guideline, acquisitions reflect student differences in grade and ability level, interests, achievement, and background.

- *Existing Collections*

New materials are sought in relation to strengths and weaknesses of the existing collections in the Curriculum Library and in relation to the current needs of the clientele.

- *Competencies*

Reputation and significance of the author, artist, composer, or editor, and the reputation of the publisher, producer, or manufacturer are assessed. Authors should be competent and qualified in their subject, and objective in the presentation of it.

- *Education Soundness and Currency*

The materials should be accurate, timely, and related to current trends in education, and should reflect the society in which we live. The date of publication and permanence of the item are also considered. The collection is intended to represent a variety of learning and teaching styles.

- *Literary Values*

The materials should foster literary appreciation and aesthetic values, and provide a stimulus to creativity.

- *Multicultural Emphasis*

The materials collected will reflect our society of multiple ethnic, racial, religious, social, and sexual characteristics. They will represent a variety of economic and geographic orientations, as well as the problems, aspirations, attitudes, and ideals of each society/culture/group.

- *Controversial Materials*

These materials are examined to determine how controversial issues are handled and for evidence of bias. The Curriculum Library has a responsibility to provide opposing views of controversial issues presented in an objective manner in order to aid in the development of the UWM Education students' critical reading and thinking.

- *Multimedia*

Collections should be sufficiently broad to meet basic informational needs. This may require materials in multimedia formats.

- *Technical Quality*

All aspects of production, manufacturing, quality of format and construction, as well as writing, are considered.

- *Cost*

Price of the material is assessed in relation to the budget and to other available material.

Gifts

Gifts will be accepted and added only if they enhance the quality and usefulness of the Library's collections. Gifts can provide variety, stability, and currency to the collection, especially in the areas of children's literature. Gifts may also include earlier and outdated editions of curriculum materials, or literature, since research may be conducted regarding the development and evolution of these materials. Gift books are examined and reviewed as closely as purchased materials.

Because of the nature and condition of some gifts (i.e., kits, older books, etc.), care is taken upon receipt, and prior to the acceptance of the gift, by library staff to ensure that the materials are complete, and therefore, potentially most useful to the clientele of the Curriculum Library. For more information on the gift policy see <http://www.uwm.edu/Libraries/CCM/donations.html>

Special De-Selection Criteria

De-selection, or “weeding,” is an integral part of collection development, and involves continuous evaluation of the Library collections by the professional library staff. It is a task which is integrated into other library procedures and conducted on a regular basis. Curriculum materials should be replaced or removed from the Library's collections if they reflect:

- *Poor Physical Condition*

Heavily damaged, badly worn, torn, scratched, broken, or deteriorating materials are deemed to have outlasted their usefulness.

- *Poor Content*

Badly written works, or those with inaccurate, superseded, or outdated information, are generally withdrawn, although, at the librarian's discretion, materials may be placed in the Historical Collection rather than be permanently removed from the collection.

- *Overcrowding*

If space is at a premium, the first two criteria should be the determining factors when additional shelf space is needed. Duplicate copies of older titles may be weeded, but care should be exercised in retaining different editions of the same title.

- *Personnel*

The Head of the Curriculum Library is involved in any weeding project, and makes the final decision regarding the withdrawal of any materials from the collections.

Languages

The primary language of materials in the Library is English; bilingual and foreign language materials, especially children's literature in Spanish and materials used to teach foreign languages, are also collected.

Time Considerations

Although the collections contain older materials, emphasis is on teaching materials published in the last decade. Some older materials of historical or research value may be acquired. (See Collection Categories/Historical Collection)

Geographic Guidelines

Educational methods and approaches used in the United States are emphasized in the Curriculum Library. Also selected are materials issued or published by the Federal Government, the Wisconsin State Department of Public Instruction, and other area school systems. Materials from other states and countries are selectively collected.

Related Subject Collections

Education and Information Studies.