

*The International School
of Azerbaijan (TISA)
Collection Development Policy*

TISA Mission Statement

We **engage** as thoughtful, generous and resilient members of our local and global communities, taking action in Azerbaijan and beyond;

We **empower** one another to pursue personal and academic challenges with courage and a growth mindset;

We **inspire** life-long, authentic and principled learning to create our best future together.

IB Mission Statement

The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

To this end the organization works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment.

These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

IB Learner Profile

The aim of all IB programmes is to develop internationally minded people who, recognizing their common humanity and shared guardianship of the planet, help to create a better and more peaceful world.

As IB learners, we strive to be:

- **Inquirers:** We nurture our curiosity, developing skills for inquiry and research. We know how to learn independently and with others. We learn with enthusiasm and sustain our love of learning throughout life.
- **Knowledgeable:** We develop and use conceptual understanding, exploring knowledge across a range of disciplines. We engage with issues and ideas that have local and global significance.
- **Thinkers:** We use critical and creative thinking skills to analyse and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.
- **Communicators:** We express ourselves confidently and creatively in more than one language and in many ways. We collaborate effectively, listening carefully to the perspectives of other individuals and groups.
- **Principled:** We express ourselves confidently and creatively in more than one language and in many ways. We collaborate effectively, listening carefully to the perspectives of other individuals and groups.
- **Open-minded:** We critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and we are willing to grow from the experience.
- **Caring:** We show empathy, compassion and respect. We have a commitment to service, and we act to make a positive difference in the lives of others and in the world around us.
- **Risk-takers (Courageous):** We approach uncertainty with forethought and determination; we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change.
- **Balanced:** We understand the importance of balancing different aspects of our lives - intellectual, physical and emotional - to achieve well-being for ourselves and others. We recognize our interdependence with other people and with the world in which we live.
- **Reflective:** We thoughtfully consider the world and our own ideas and experience. We work to understand our strengths and weaknesses in order to support our learning and personal development.

Objective

As per the Library Strategic Plan, the TISA Library aims to build a collection of materials and resources which “may be used to stimulate and inspire learning while supporting the library’s role as a centre of learning and well-being for the entire TISA community” (7). The Library provides access to materials for both curricular and recreational purposes in its pursuit of this aim. In order to make progress toward this goal, the Library should follow certain policies and procedures to consider which materials are added to and retained in its collection.

This policy will outline how the TISA Library makes decisions regarding the purchase of new materials and resources, the addition of donated materials, and the removal of materials from the collection.

Adding New Materials

Purchase of New Materials and Resources

New materials are purchased for the TISA Library on an on-going basis. Materials are purchased through overseas vendors, local vendors, and electronic services. Decisions regarding which materials to purchase are based on a number of factors. The library highly values recommendations from the TISA community in this process. All members of the community are welcome to recommend materials and resources by contacting a member of the library staff directly or by using the electronic form linked on the library’s homepage on the TISA website. The Library Resources Coordinator will also directly contact team leaders and department heads prior to placing an order to make sure their input is considered.

Additional factors involved in the decision-making process include: awards lists, reviews

from applicable publications and organizations, curriculum needs, and the professional judgement of the library staff.

Print Materials: Overseas Orders

The majority of English language print materials are purchased through overseas vendors. A list of requested titles is provided to TISA's approved vendor. Through this vendor, available materials are procured and shipped to the school. When possible, the Library requests that books are sourced from distributors who are able to provide processing of materials such as adding plastic covers, barcodes, and spine labels.

Print Materials: Local Orders

In order to grow the World Languages collection in the TISA Library, Azerbaijani and Russian materials may be ordered locally on occasion. As of the school year 2021-22, TISA does not have an approved vendor for purchasing local materials. Library staff members create lists of requested materials and they are sourced locally based on availability through local distributors.

Electronic Resources

The TISA Library uses electronic and digital resources to supplement its print collection. Databases, e-books, and audiobook downloads are among the resources that the library subscribes to for all members of the community. Decisions on which resources to purchase and/or subscribe to vary from service to service. For example, decisions to purchase e-books and audiobook downloads are selected based on the intended audience of users (classroom teachers, students, parents). Specific titles for these types of materials follow similar selection criteria to print material acquisitions. With regards to databases

and other subscription services, they are assessed based on the anticipated ways the resources will support the curricular and extracurricular needs of students.

Addition of Donated Materials

The Library will accept certain donated materials from members of the TISA community in order to supplement the new materials and resources purchased for the library collection.

English Language Materials

All English language materials donated will be first considered for addition to the library collection. The Library will consider the publication date, quality, and binding of the material when making a decision whether or not to add a donated material. In addition, the Library will consider whether the material is appropriate for our collection based on current needs.

Non-English Language Materials

In order to support the growth of the Library's World Languages collection, materials donated with text in languages other than English may be assessed in a different manner than those with English text, in particular, in the areas of publication date and type of binding. This is due to the difficulties associated with obtaining new materials in many languages.

If donated materials are accepted for the World Languages collection, a member of the library staff may ask the donator or another volunteer from the community to assist in translating key details about the text in order to add it to our online catalog (see Appendix A).

Removal of Materials

Weeding

In order to keep the Library's collection up to date and relevant to our community, the print collection will be regularly "weeded" (the process of removing specific materials). Decisions will be made based on the factors listed below. Using these guidelines, the Library Resources Coordinator will have the authority to determine which materials are weeded from the collection.

Content of Material

Inaccurate and out-of-date materials will be considered for removal.

Lack of Circulation

Materials which have been part of the library's collection for at least five year, but have not circulated within the previous two years will be considered for removal.

Quality of Material

Materials which show signs of wear and tear from regular circulation beyond that which may be repaired (broken bindings, lost pages), are found to contain mold, or have any other form of damage will be considered for removal.

Age of Material

Typically, materials with older publication dates may be weeded based on one of the other criteria such as content or quality of material. In some situations, though, the publication date of a material alone may have it considered for weeding. An example of this is the periodical collection. Periodicals will be weeded on a regular basis according to the following schedule:

- Monthly and bi-monthly periodicals will be kept for one year
- Weekly periodicals will be kept for six months

Lost and Damaged Materials

Materials are also removed from the library collection due to loss or damage. When a patron is responsible for the loss or damage, the Library Resources Coordinator will contact the patron (or the patron's parent/guardian) to discuss associated replacement options. Patrons will always have the option of paying a fee to the school equal to the replacement cost associated with the specific material lost or damaged. At the Library Resources Coordinator's discretion, the patron may be offered the opportunity to donate a replacement material or materials to the library.

Materials Reconsideration Process

Though library staff members do their best to maintain a collection that is well-suited for the TISA community by using the guidelines previously explained for purchasing new materials and adding donations, as well as those for weeding materials, there may be times when a member of the community identifies a material they believe should either be moved to a different section of the library or removed from the library's collection. In this situation, the

Library Resources Coordinator will have a conversation with the community member to discuss their concern and explain the guidelines for adding materials based on this policy. If this conversation is not enough to resolve the concern, the following steps should be followed for a formal reconsideration of a material.

1. A **Material Reconsideration Form** (see Appendix B) should be completed and returned to the Library Resources Coordinator.
2. The Library Resources Coordinator should review the material, taking into consideration the guidelines for adding and weeding materials.
 - a. If the Library Resources Coordinator agrees with the request for reconsideration, the material will be relocated or removed, the decision will be communicated with the individual, and the matter will be resolved.
 - b. If the Library Resources Coordinator does not agree with the request for reconsideration, they should contact the individual who submitted the request in writing explaining the reason they disagree. The Library Resources Coordinator may propose an alternative (such as relocating the material to a different section of the library rather than removing it) at this time.
3. If the requestor is not satisfied with the Library Resources Coordinator's decision, the material will be reviewed by the relevant division Principal(s) and a discussion will be held between the Library Resources Coordinator and the Principal(s). Together, they will make a final decision and the decision will be communicated to the requestor.

Disposal of Materials

Some materials weeded from the library's collection may be of use to other departments

within the school (for example, periodicals and books in poor quality are often of use to classroom teachers and the art department as they can be used for a variety of creative projects). In the event that the library staff is not able to reallocate unneeded materials to another classroom or department within the school, materials will be offered to individuals and groups within and outside the TISA community. This includes donating materials to organizations throughout Azerbaijan.

Appendix A

World Languages Cataloging Slip

Language: _____

Title (in original language): _____

Title (in English): _____

Author (in Latin characters): _____

Publisher: _____

Place of Publication: _____ Year of Publication: _____

What is this book about? For example: "animals" "friendship" "family" "human body"

This book is best for: Primary (Birth - P8) Secondary (M1 - Adult)

Appendix B

Material Reconsideration Form

The International School of Azerbaijan (TISA) has delegated the responsibility for selection and evaluation of library resources to the Library Resources Coordinator, and has established reconsideration procedures to address concerns about those resources. Completion of this form is the first step in those procedures. If you wish to request reconsideration of library resources, please return the completed form to the Library Resources Coordinator.

Date _____

Name _____ Email _____

1. Resource on which you are commenting:

Book (e-book) Magazine Database
 Audio Recording Digital Resource Other

Title _____ Author/Producer _____

2. What brought this resource to your attention?

3. Have you examined the entire resource? If not, what sections did you review?

4. What concerns you about the resource?

5. Are there resources you suggest to provide additional information and/or other viewpoints on this topic?

6. What action are you requesting the library consider?

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