CRC Collection Policy

Section 1: Purpose
A. The Curriculum Resource Centre (CRC) is a specialized education resource library serving the MSVU Faculty of Education and the MSVU Child & Youth Study Department. Its aim is to provide educators, from preschool to high school, the resources they need to plan programs for today’s learners.
B. Materials collected will be appropriate for use with children from preschool through grade 12, and for use by professional educators in their daily practice. Priority will be given to those materials which directly support the curricula of the Nova Scotia Department of Education & Early Childhood Development (NSDOE), the MSVU Faculty of Education and the MSVU Department of Child & Youth Study.
C. The CRC endorses the Canadian Library Association’s Position Statements on Code of Ethics, Intellectual Freedom, Diversity and Inclusion, Effective School Library Programs in Canada, and Copyright. (Links to these position statements are found in Appendix A.) In the spirit of these documents, every reasonable effort will be made to locate materials for patrons and to recommend additional sources when the CRC’s collection does not provide the information needed.

Section 2: Audience
A. Anyone may use the CRC and its materials, and have reference questions satisfactorily answered. Information needs will be honored, excluding loans of materials, whether or not a person has a borrower’s card.
B. The CRC’s audience is primarily students, faculty and staff in Education and Child & Youth Study at MSVU, and local educators.
C. To borrow materials at the CRC, the borrower must have a current Novanet borrowing card
D. Although the CRC contains materials suitable for children, who are welcome in the CRC with an accompanying adult, it is part of an academic faculty serving professional educators. The CRC collects literature for children and young adults as a representative, not extensive, collection. The CRC does not provide children’s programming though we welcome educators who wish to use the CRC in their own programs.

Section 3: Materials Collected
General Guidelines
A. Curricular Level: Materials collected will be appropriate for preschool through secondary education, including educators for those age / grade levels.
B. Subject Areas:
1. Basic curricular resources (e.g., math, science, language arts) represented in Curriculum Guides issued by NSDOE, Public Schools Branch.

2. Alternate materials for the above subject areas.

3. Subjects not covered in the NSDOE Curriculum Guides but taught in provincial school boards (e.g., International Baccalaureate, Advanced Placement, GED, and Nova Scotia Virtual School).

4. Interdisciplinary subject areas which support the instructional programs, particularly the methods courses and practica, for the Faculty of Education and the Department of Child & Youth Study. However, materials pertaining to educational research, theory, or history will not be actively collected in the CRC; rather, these are made available via the Mount Library.

C. Language: The primary language is English. French language materials will be collected, to a lesser extent, to support the teaching of French as a second language. Materials to support francophone education in Conseil scolaire acadien provincial (CSAP) schools will be collected on a limited basis. English as an Additional Language (EAL) materials will be collected on a limited basis.

D. Chronology: Emphasis will be placed on collecting materials published in the last 10 years, with preference given to materials published in the last 5 years. Only exceptional examples of materials published over 10 years ago will be collected.

E. Geography. The order of priority and level of collection is as follows:
   1. NSDOE (Comprehensive).
   3. Canada (Selective).
   4. United States (Selective).
   5. Other countries (Selective).

Specific Guidelines

A. Curriculum Guides from NSDOE will be collected in paper form. Borrowers will be strongly encouraged to use PDF versions of documents issued; staff assistance to locate current curriculum documents from NSDOE or other provinces will always be available.

B. Textbooks and their accompanying Teachers’ Guides adopted by NSDOE will be comprehensively collected. Additional teacher resource materials (e.g. activity books, lesson plan books (teaching units), how-to books, duplicating master books, idea books, theme idea books) adopted by NSDOE will be comprehensively collected.

C. Children’s and young adult literature: The CRC will collect books appropriate for Preschool-Grade 12, based on the following criteria:
   1. Emphasis will be placed on award winning titles, honor and notable books:
      a. Caldecott Medal
      b. Newbery Medal
      c. Michael Printz Award and other YALSA awards
      d. Hackmatack Children’s Choice Book Awards

Last update: April 17, 2014
e. Canadian Children’s Book Centre Awards
f. IBBY Canada Awards
g. Governor General’s Awards for children’s text & illustration
h. Canadian Library Association books of the year for children/young adults
i. Awards that recognize excellence for diverse young audiences (e.g. LGBTQ)

2. A variety of types of literature (e.g. classics, beginning-to-read books, wordless picture books, graphic novels, poetry, folklore, historical fiction) will be included.

3. Emphasis will be placed on Canadian materials wherever possible; borrowers are nonetheless encouraged to take advantage of the Canadian Children’s Book Centre collection (CCBC) housed in the Mount Library. There will be some duplication of materials in the CRC and the CCBC, particularly regarding award-winning titles.

4. The collection will include older literature titles which are a) still being read by children and used by teachers (E.g., Dr. Seuss) or b) award winning titles as described above or c) currently authorized by NSDOE.

5. Nonfiction materials which support a typical curriculum or program, preschool through 9th grade will be included. Nonfiction materials appropriate for high school students are similar to those found in an undergraduate library; therefore, only materials which are not purchased for the Mount Library will be collected (e.g., art books for high school students). NSDOE-authorized materials may duplicate those in the Mount Library; in this instance, duplication of materials may be appropriate, though preference will be given to obtaining unique titles.

6. Children's reference materials: Examples of juvenile encyclopedias, dictionaries, thesauri and special children's reference materials which would support a K-9 school curriculum will be collected on a limited basis. Guides, manuals and non-print media on how to use these materials with children will also be collected on a limited basis.

D. Government documents: The CRC will collect NSDOE documents which relate directly to curriculum development and instruction (e.g., Special Education Policy) and Nova Scotia Department of Community Services (NSDCS) documents in support of Children, Youth & Families (e.g., Early Childhood Development Services). Other provincial government documents, and federal government documents, will be collected on a limited basis; in all cases borrowers will be strongly encouraged to use electronic versions of these documents.

E. Journals:
   1. The CRC will collect professional journals from NSTU and other Canadian teachers’ associations, as well as ready-to-use teacher magazines that consist entirely of lessons and activities which can be used directly with students (e.g. Mailbox).
   2. The Department of Child & Youth Study subscribes to several examples of early childhood education magazines and these are housed in the CRC collection. The subscription to and retention of these magazines is at the discretion of the Department of Child & Youth Study in consultation with the CRC Coordinator.
   3. Journals will not be purchased for the CRC if they are provided via the Mount Library, either in print or in full-text through the Mount Library’s electronic databases.
F. Non-print materials include DVDs and CDs, games, multimedia, kits, realia (e.g. globes, models, manipulatives), and software. The CRC will collect a variety of non-print formats; emphasis will be materials currently authorized by NSDOE and early childhood kits. VHS is now an obsolete format and will not be collected by the CRC.

G. Software (purchased at the discretion of IT&S and/or the Dean of Education) will consist of a variety of educational applications (e.g. subject-specific software, assistive technology, problem solving, tutorials, etc.) that supplement the standard lab image for MSVU. Emphasis will be software currently authorized by NSDOE.

H. When appropriate and feasible (purchased at the discretion of IT&S and/or the Dean of Education) the CRC will house a variety of equipment and hardware to support hands-on learning for students. Emphasis will be placed on emerging educational technologies that impact teaching practice, and equipment that supports the other non-print materials collected.

I. Free materials will be obtained when they meaningfully supplement the CRC collection, and can be added to the collection easily (i.e. easy to locate and catalogue). Materials from government and professional organizations, with no associated shipping costs, are most desirable. Materials from commercial organizations & industry will be critically reviewed before being added to the CRC collection.

J. Vertical files (pamphlets, brochures, newsletters, newspaper clippings, etc.) have been replaced by online information and will not be created.

K. Neither thesis proposals nor final theses will be kept in the CRC. Graduate students submit final theses to the Mount Library’s E-Thesis Deposit.

Section 4: Selection Criteria

A. The selection of materials is a complex and ongoing process of building a well-balanced and well-used collection. The CRC uses nearly identical selection criteria as outlined in the Mount Library Collection Policy Manual, but with additional emphasis on relevance to Nova Scotia curriculum and classroom/ECE teaching practices.

B. Although the Curriculum Resource Centre Coordinator is responsible for the overall balance and quality of the collection, input from others, particularly students, faculty, and teaching professionals, is encouraged, and every effort will be made to purchase recommended materials. Reasons for choosing a specific item will be based on an evaluation of the item and its relationship to the CRC collection. Should the suggested material be more relevant to the wider university community, the request will be forwarded to the Mount Library for consideration.
Section 5: Gifts
A. The CRC will accept gifts and donations from individuals in accordance with the Mount Library’s Collection Policy Manual, “Library Gifts & Donations”
B. Donations will be accepted only if they:
   1. Enhance the quality and usefulness of the CRC collection.
   2. Meet the same general and specific collection criteria as purchased materials.
   3. Are complete and in good physical condition.
   4. Are unique to the CRC collection; i.e. duplicates of existing items in the collection are not accepted as gifts, except where there is very high demand for an item.

Section 6: Collection Maintenance
Maintaining a modern, useful collection is essential to the mission of the CRC. To successfully maintain the collection several processes must occur on a regular basis.

A. INVENTORY. The CRC staff will inventory the collection on an annual basis to determine availability of materials, condition of materials, and accuracy of cataloguing information.
B. DESELECTION. The primary goal of the deselecting of materials is the removal of materials which are obsolete, in poor condition, or no longer relevant to the mission of the CRC. Decisions concerning withdrawals will be made by the CRC Coordinator during the inventory process. Input from faculty and students regarding materials for deselection (or retention) is welcome at any time.

Materials will be removed from the collection if they:
   1. Are in poor physical condition.
   2. Contain poor-quality content (outdated information; superseded knowledge).
   3. If their format is outdated (e.g., migration from VHS to DVD).
   4. Are duplicates of older, lesser used titles (i.e. only 1 copy will be retained).
   5. Have been replaced by a newer edition. The goal is that only the newest 2 editions of a work will be retained.
   6. Are delisted by the NSDOE; materials delisted will be kept for a maximum of 7 years after the delisting date.
   7. Are over 10 years old and have little to no circulation/use history.

Materials which are physically damaged due to high usage will be replaced as quickly as possible.

C. EVALUATION. In order for the collection to maintain its usefulness it must be continually evaluated to determine whether it is responsive to changes in the education curriculum and the needs of students and faculty. Methods of evaluation include:
   1. Review of acquisitions by subject area over time.
   2. Statistics concerning the circulation of materials by subject area and collection size.
   3. Comparison of collection holdings to standard guidelines, lists, catalogs, and bibliographies (e.g. ACRL’s Guidelines for Curriculum Materials Centers)
Section 7: Resource Sharing

A. RESOURCES. With the current reality of conservative budgets and limited resources, it is apparent that the CRC collection will not meet all the needs of every patron. To offset this lack of resources, CRC staff will assist patrons in locating materials not owned by the CRC through the use of local area networks and interlibrary loans. The following resources are available for locating materials outside the CRC:

1. Novanet catalogue.
3. OCLC WorldCat®
4. Halifax Regional School Board Library (at Spectacle Lake).
6. AMICUS (Library and Archives Canada).

B. INTER-LIBRARY LOAN: CRC materials are eligible for interlibrary loan (with the exception of kits, big books, and reference materials); all such loans are at the discretion of the CRC Coordinator.
Appendix A:

Links to Canadian Library Association Position Statements:

a) Code of Ethics
b) Intellectual Freedom
c) Diversity and Inclusion
d) Effective School Library Programs in Canada
e) Copyright