



## **INFO 5405**

### **Collection Development and Analysis in School Libraries**

**Fall 2025 – Debbie Knight**

### **Course Description**

*The course covers the principles and recommended methods used by school librarians to evaluate, select, purchase and maintain a school library collection. It includes the study of selection policies, selection tools, vendors and publishers, collection analysis, de-selection of materials, and intellectual freedom.*

### **Required Textbooks**

Please order your textbooks right away. You will need them to complete your assignments.

Kuon, Tricia A. (2021). [\*100 Great Children's Books to Use with Makerspace Activities\*](#). [eBook]. Bureau of Educational Services & Technology.

*100 Great Children's Books to Use with Makerspace Activities* is an eBook. After you order it, you will receive an email confirmation with a link to allow you to read and download the book. The email confirmation and the link to access the file will come to the email address you provide when you order the eBook. Please do allow up to 24 hours to receive that link after purchasing the text.

Mardis, Marcia A. (2021). *The Collection Program in Schools, 7th ed.*, Santa Barbara, CA: Libraries Unlimited.

ISBN: 1440876630

### **Course Goals**

- To review resources used to evaluate, select and acquire library materials.
- To understand the function of a materials selection policy in the school library.

- To explore the overlapping issues of censorship, intellectual freedom and collection development in a youth collection.
- To explore the impact of electronic resources on school library collections.
- To understand the purpose and limitations of book reviews in the library selection process.
- To examine the types of vendors and vendor services usually offered to school libraries.
- To review accepted procedures for de-selecting (weeding) library materials.

## Learning Objectives

### Assignment Objective: Discussion Boards

At the conclusion of the course, students will be able to identify, define, and discuss, verbally and in writing, important topics in the area of Collection Development including the following:

- Importance of and how to write a mission statement
- Reasons to have a collection policy
- Balancing issues of literary merit versus popularity in buying books
- Issues with special formats in collection such as periodicals, eBooks, video, and audio recordings
- Practice using electronic collection development service products
- Collaboration between librarians and teachers
- Collection mapping
- Weeding and the CREW method
- Intellectual freedom issues
- Privacy of patrons issues
- Labeling and rating systems for books
- Incorporating Makerspaces in the school library curriculum
- Mastery of these objectives will be measured by a score of 80% on discussion board entries based on the grading rubrics provided for those assignments.

ALA/AASL Standards Met: 1.1.4, 1.2.1, 4.1.2

### Assignment Objective: Formal Observation Module/Lesson Plan/Recorded Lesson

Students will plan and present a lesson about a school library topic of importance. Students must examine and evaluate Texas State Library Standards, choose key standards, and design a lesson to demonstrate mastery of the standards chosen by K-12 students of teachers. Students will be assessed using a rubric to determine completeness, accuracy, and quality of their lesson and the recording of that lesson. A score of 80% or higher on the pre-conference, lesson plan, video recording of the lesson, and post-conference will convey mastery of the objective.

ALA/AASL Standard Met: 1.2.1, 1.2.2. 3.3.1

### Assignment Objective: Collection Development Policy

Students will create a collection development policy and procedures manual in modules 3-7. The manual will include an in-depth analysis of the needs of a library collection including what actions a librarian should take to maintain the library and its materials. The assignment will be completed in 5 phases with each phase being worth 100 points. A grading rubric will be used to determine mastery of the objective. A score of 80/100 or higher will demonstrate mastery.

ALA/AASL Standard Met: 3.2.3

## Contacting the Course Instructor

This course is entirely under the direction of course instructor, Debbie Knight. You may contact me within the course or by email at any time: [debbie.knight@unt.edu](mailto:debbie.knight@unt.edu). I will get back to you as soon as possible but always within 24 hours at the most. On Saturdays and Sundays, I will not always be on my computer or have my phone with me. However, I will definitely be back to my email Monday mornings. :)

## Course Requirements

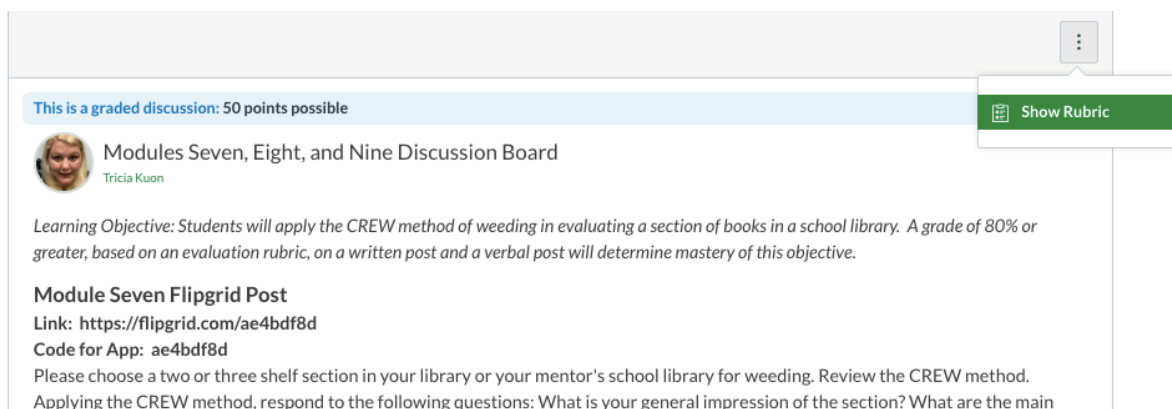
The course is divided into 7 content modules. Please see "Modules" on the menu on the left. Each module contains background material to familiarize you with the topic, textbook readings, supplemental reading assignments, and videos.

The modules may include quizzes, discussion board posts/responses, and video-style posts/responses, and assignments to help you reflect on the material covered in the required readings.

There is a chart below this syllabus which provides a schedule of the modules with due dates.

## Grades & Feedback:

All assignments will be assessed using rubrics. Most assignments are followed by the rubric. For some discussion boards, the rubric may not show up automatically. If a rubric is not able to be viewed, please click on the box with the three vertical dots in the horizontal box just above the particular assignment's instructions to see the rubric. Please see the image below for help:



The screenshot shows a discussion board interface. At the top, a light blue banner reads "This is a graded discussion: 50 points possible". To the right of this banner is a green button with a document icon and the text "Show Rubric". Below the banner, there is a profile picture of a woman and the text "Modules Seven, Eight, and Nine Discussion Board" followed by "Tricia Kuon". Below this, a learning objective is stated: "Learning Objective: Students will apply the CREW method of weeding in evaluating a section of books in a school library. A grade of 80% or greater, based on an evaluation rubric, on a written post and a verbal post will determine mastery of this objective." Below the learning objective, the text "Module Seven Flipgrid Post" is followed by a link: "Link: <https://flipgrid.com/ae4bdf8d>" and a code: "Code for App: ae4bdf8d". At the bottom, instructions are given: "Please choose a two or three shelf section in your library or your mentor's school library for weeding. Review the CREW method. Applying the CREW method, respond to the following questions: What is your general impression of the section? What are the main

For most assignments, you can expect to receive a grade within one week or sooner, following the due date. The grades and written feedback will be provided in Canvas. For the lesson & lesson recording assignments, you will receive feedback from your field supervisor. Our field supervisor is a practicing librarian hired by the University of North Texas to assess your lessons on paper and later that same field supervisor will watch you actually present the lesson with students or classmates through a recording.

## Documenting Sources

APA is the accepted style for creating citations and references in all LIS courses. Document all sources for all assignments in correct APA format unless instructions indicate otherwise. For proper citation style, please refer to the Publication Manual of the American Psychological Association: Sixth Edition, published in October 2019. The following online sources are also excellent for providing examples of APA style with clear directions for its use.

- [APA info from Purdue Online Writing Lab](#)
- [Citation Builder](#)
- [DOI finder](#) : -use this to identify the DOI (Digital Object Identifier) for articles.

Each written assignment and video presentation is expected to follow the APA 7th edition format, double-spaced and all references should be cited. All papers should be submitted in MS Word (.doc) format or as a PDF document. All writing is expected to be of graduate level quality in both content and written expression. Poor writing, grammar, spelling, or other mechanical deficiencies will detract from the score.

## Late Projects and Assignments

The late policies in this course are standard for school library certification courses. Be sure that you record the due dates and complete your work on time. Penalties are assessed for late work as follows:

- Assignments posted late will be lowered by three points for each day late.
- If you have an emergency situation that prevents you from being able to turn in an assignment on time, please contact me by email. Sometimes, things happen outside our control. I will work with you as needed if emergencies or unexpected events occur. :)

## Grading and Calendar

Assignments & Due Dates (due by 11:59 pm):

Please see details below this syllabus and within the modules.

Final course grades are assigned according to the following schedule:

A = 900-1000 points (90%-100%)

B = 800-899 (80%-89%)

C = 700-799(70%-79%)

D = 600-699 (60%-69%)

F = less than 600 (59% and below)

To receive an A or a B in the course, you must complete ALL of the assignments. Failure to complete ANY assignment, will result in an automatic grade of C or lower.

## **IMPORTANT: Requirements to be a Certified School Librarian**

UNT's school library certification program adheres to the rules set forth in the Texas Administrative Code, which governs educator preparation and certification. To be approved for certification through the Texas Education Agency, upon completing the MLIS or certification courses, Texas students must apply for school librarian certification.

In addition to completing the required certification courses, you will be required to provide evidence of the following to become a certified school librarian:

1. Two years as an early childhood-12th-grade classroom teacher in a public or accredited private school.
2. A Master's Degree (in most any area).
3. Completion of a state-approved program in librarianship (courses taken from the prescribed list must be no more than six years old when the application is made for school library certification).
4. A passing score on the TExES School Librarianship exam (exam administered by the state).

Out of state students must meet certification requirements for their state; a passing score on the Texas state certification exam is waived for out of state students but all other requirements for Practicum must be met.

## **Policies**

### **When Technology Fails**

If Canvas goes down and you have an assignment due, wait, and check in periodically for the status to change. Assignments may only be submitted through the class and if needed the instructor will extend deadlines and/or reopen drop boxes. Please do not email assignments to the instructor outside of the class- the assignments will not be accepted outside of the course.

In addition, if you need help with technical aspects of programs, please contact the [UNT helpdesk](#).

The helpdesk has a number of software programs available that are needed by students.

### **Computer Skills/Digital Information and Literacy Skills Needed:**

- The ability to use the UNT Library's online databases to find articles and journals
- The ability to use multiple software programs to design projects
- The ability to communicate through typed written communication and recorded presentations for the purpose of discussing topics and emailing the instructor and other students as needed.
- You will also be required to video record yourself doing a lesson this semester. That video recording will need to be stored in a video sharing site and the URL will need to be uploaded to Canvas.
- You will need access to the internet and need access to technology including a computer with enough memory to run the various software programs we will use throughout the course of the semester.

### **Data and Privacy**

All of the technologies used in this course are sponsored by the University of North Texas and the Canvas platform. To see specific data and privacy policies for specific technologies, please visit [UNT's CLEAR website](#).

#### Vendor Accessibility Statements (VPATs):

A VPAT is a tool that administrators and decision-makers can use to evaluate a tool's conformance with the accessibility standards under Section 508 of the Rehabilitation Act and the Act WCAG 2.0 AA Standards. You can find accessibility statements for all CLEAR-supported technologies on [CLEAR's website](#).

Canvas, which includes discussion boards, Watermark, and other Canvas sponsored technology tools.

Some platforms outside of Canvas, like PowToon, may need to be uploaded to YouTube.com due to difficulty with a direct upload onto Canvas. If a video that uses a platform that is able to be uploaded to Canvas directly, uploading to YouTube.com isn't necessary. For more information, see [Youtube's VPAT](#).

#### Microsoft Office Products VPAT

### **UNT Code of Conduct - Purpose of the Code**

"The primary concern of the University of North Texas is the student. The university attempts to provide for all students a campus environment that is conducive to academic endeavor and social

and individual growth. To that end, rules, regulations, and guidelines governing student behavior and the student's relationship with the university have been formulated into a student code of conduct and discipline. Enrollment at the University of North Texas is considered implicit acceptance of these and other policies applicable to students." Please take the time to read and become aware of [UNT Code of Conduct](#).

**The linked pages below provide information about essential university services:**

- [UNT's Student Resource Page](#)
- [UNT's Academic Success Center](#)

The UNT Academic Success Center is located in Sage Hall and "offers academic support services and free individual tutoring for students outside of the classroom in an accessible environment." The goal of the Academic success center is to help students succeed in their coursework now and after graduation.

- [Willis Library](#)
- [UNT Writing Center Online help](#)
- [UNT Counseling Center](#)
- [UNT Career Services](#)
- [UNT Student Financial Aid](#)
- [UNT Registration/Office of the Registrar](#)

## **Plagiarism:**

Plagiarism is illegal, unethical, and unacceptable. Any instances of plagiarism in student work will result in the following penalties: First offense: Grade of zero for the assignment and final course grade reduced by one complete grade. Second offense: Assignment of F (Fail) for the final course grade. UNT now requires that plagiarism be officially reported to the university.

Using Artificial Intelligence to generate your written work is a form of plagiarism and penalties for using AI will result in the same penalty as plagiarism.

## **Student Information Notification**

Canvas enables faculty to track whether and when students visit various areas of the course site, times of first and last logins, and the number of conference postings. This information is used, in part, in determining the grade for the course.

## **Disability Accommodation**

If you have a disability and require accommodation under the terms of the federal Americans with Disabilities Act (ADA), you must present a written accommodation request to the instructor by the end of the first week of the course. You should submit a request even if it is possible that accommodation may not be necessary later in the semester. You should register with the [UNT Office of Disability Accommodation](#) (phone: 940-565-4323), which provides many kinds of

support services. Procedures are explained in the [Disability Accommodation Policy](#) in the UNT Policy Manual.

### **Nettiquette Guidelines:**

Nettiquette refers to an acceptable way of corresponding online. Since this course will involve much online correspondence, please be sure that you understand nettiquette guidelines by reading the information at the [Albion site](#).

### **Writing Expectations:**

As a graduate level course, it is expected that students display proficiency in both written and verbal communication with regard to Standard English. Spelling and grammar issues and/or the use of slang language in communication is not acceptable.

[F1 Visa Student information](#)

### **Data Privacy Policies:**

[CLEAR supported technologies](#)

[Youtube](#)

Watermark and all Canvas applications are supported by CLEAR. Please see the CLEAR link above.