



GEORGETOWN
INTERNATIONAL ACADEMY

GIA Library Procedures

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Overview

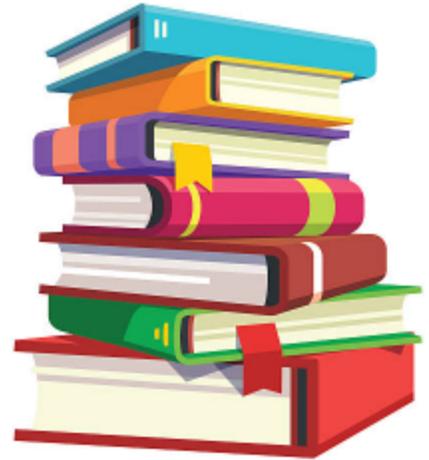
At Georgetown International Academy (GIA), we are dedicated to ensuring students have the resources they need to support in- and out-of-classroom learning. This includes making sure our library is a safe space that provides quality resources for students across all grade levels.

To aid in this mission, we have put in place standard operating procedures and community agreements that ensure the proper acquisition and management of our library resources.

We are committed to growing and adapting as the needs of our students change over time. As such, these agreements will be reviewed and updated, as needed, at least one per year.

Community Agreements

- Challenge ideas, not people
- Be respectful of the library
- Make space for every voice
- Be open to learning
- Remember that we all have opportunities to grow



Library Rules

- Return or renew books on time
- Take your shoes off before entering
- Speak softly
- No food or drinks
- Walk, don't run
- Read, read, read!



Book Acquisition

The school library acquires books via direct purchase and community donation.

Direct Purchase

The library completes one large purchase order each year to replenish or add to its inventory. Most books should be purchased via Follett TitleWave - only those unavailable on TitleWave should be purchased through other third-party vendors such as Amazon.

To identify books for purchase, the library should use the following resources:

- **TitleWave Analysis:** TitleWave can review and provide statistics on the library's current collection. The library can use this information to identify gaps as well as potential excess, all of which should inform the annual purchase order.
- **TitleWave Curation:** TitleWave provides a free curation service. Trained librarians can analyze your collection and - based on the library's budget - suggest titles for purchase. This should be done at least one month in advance of the order.
- **Teacher Input:** Teachers should be given the opportunity to identify books for purchase that are relevant to their curriculum. In addition to formally surveying teachers prior to the purchase period, the library should always keep a running list so that teachers can make recommendations all year.

Curriculum books: the school can purchase additional copies of books taught in the classroom. These books are for teacher use and student emergencies; they are not meant to replace books that students must purchase themselves. The same is true for any copies carried by the library.

Replacement rates: although the replacement or refreshment of the library's collection will depend on budget and space restraints, the library should aim to replace 3-5% of its collection each year.

Donation

On occasion, community members will graciously donate used books for the school's library.

The school can accept used books under the following circumstances:

- The books are not physically damaged to the point of being unreadable or unfit for the library's collection.
- The books are not duplicative beyond what is needed or useful for students.
- The books are not branded (e.g., Disney, Marvel, etc.).
- The books are useful, relevant, and/or timely as compared to students' needs and the school's curriculum.
- The books don't include clear biases, promote stereotypes, contain inaccurate or outdated information, use low-quality writing, or have no content at all (filler books).

The librarian or volunteer accepting donations on behalf of the library will explain the policy to all donors. They will also make the final determination as to whether the donations will be accepted, sold, or donated further. Any proceeds from book sales will be used to improve the library and its resources for students.

Annual Inventory

GIA strives to maintain a high-quality, current, inclusive, and usable library collection on par with leading international schools. To support that, we systematically remove materials that no longer serve students, staff, or curriculum goals.

As such, the Librarian will conduct an annual inventory of all books owned by or belonging to the library. This inventory is based on evidence that the [Continuous Review, Evaluation, and Weeding \(CREW\)](#) of library resources helps to keep them useful and relevant for students.

The Librarian may engage volunteers to help complete the task. All volunteers must receive proper training prior to assisting with the inventory.

The purpose of the inventory is threefold:

1. To identify any lost books that must be removed from Follett.
2. To identify and remove books that distract from or dilute the collection.
3. To identify gaps in the collection that should be filled as soon as resources become available.

The library will check all books against the [MUSTIE criteria](#) to determine whether they should be pulled from circulation. The criteria are as follows:

- **Branding:** Pull any books that are branded or have pop-culture tie-ins (e.g., Disney, Marvel, toy tie-ins, film spin-offs)
- **Physical Condition:** Pull any books that are physically damaged (torn pages, water stains, mildew, brittle pages, weak binding).
- **Duplicates:** Check duplicates against circulation usage. Maintain as many copies as usage warrants; surplus beyond demand should be removed.

- **Obvious Content Issues:** Pull books that have clear biases, promote stereotypes, contain inaccurate or outdated information, or have low-quality writing/no content at all (filler books).
- **Old Versions:** Pull books that have been superseded by newer editions.
- **Irrelevancy:** Pull books that are not relevant to the school's curriculum or student interest.

In addition to the above, the library will conduct usage checks. Any book that has no circulation within a subject-normal timeframe and fails other criteria will be a strong candidate for removal. Subject-normal time is as follows:

- **Fiction / Graphic Novels:** remove if no circulation in 2 years.
- **Children's / Picture Books:** evaluate every 2–3 years; weed if not used, damaged, or outdated in images or worldview.
- **Nonfiction (fast-changing topics: science, health, tech, geography):** prefer ≤ 5–10 years; weed older titles with outdated information.
- **Nonfiction (social sciences, history, culture):** allow longer, but assess for accuracy, relevance, perspective.

Finally, some resources will be considered protected items, and should only be weeded after careful review, even if usage is low. These include curricular books, classics, local interests, or award winners.

Decision-Making: Only the librarian or their designee may make final decisions about book removal.

Removal: All books identified for removal will be taken out of the Follett system and stamped with "removed from circulation." A record of all books removed from the system will be maintained in the "Weeding Log" report on Follett.