



مدرسة الدوحة البريطانية  
DOHA BRITISH SCHOOL  
AIN KHALED

# Library Collection Development Policy



Last Review: June 2023

Next Review: June 2024

Reviewer: Policy Committee





## 1. Purpose

Through this policy, we aim to empower students to become independent learners, critical thinkers, and engaged members of their community. We are committed to achieving a balance between access to a range of resources that support and enhance the curriculum and foster a love of reading, whilst being sensitive to the cultural context.

## 2. Scope

This policy applies to the Primary and Secondary Library as well as the online book resource Sora.

## 3. Policy statement

The library policy serves as a guiding framework that aligns with the school's educational goals, ensuring access to relevant and appropriate information whilst also promoting responsible digital citizenship.

The goals of the library are as follows:

- To provide a flexible space with a wide and inclusive range of resources to support learning and teaching, personal development and wellbeing throughout the school.
- To have a vibrant role in the development of a culture that promotes wider reading, motivated readers and learners for life.
- To provide a place for collaborative learning, creativity, and for developing independent research and information literacy skills.
- To support teaching staff in embedding media and information literacy skills across the curriculum.
- To provide support for and link into the school's improvement/development plan.

## 4. Selection Policy

4.1 The selection is an on-going process which involves:

- The replacement of lost and worn materials still of educational value
- Recognition of the social, religious and cultures principles in the State of Qatar
- The removal of materials no longer appropriate due to:
  - Questionable relevance to curriculum
  - Outdated, inaccurate factual content
  - Outdated interpretations, values and attitudes
  - Not of historical significance
  - Not of use to classroom teachers



- Poor physical condition
- Amount of circulation or use over the past year/  
past five
- Available in more suitable formats
- Have inappropriate covers or pictures such as naked bodies, inappropriate human contact or scary images etc.
- \*Promote violence and aggression
- Promote extremism, racism and hate
- Promote consumption of alcohol and drugs
- Promote consumption of Pork or display pictures of Pigs
- Mention Lesbian, Gay, Bisexual, and Transgender (LGBT)
- Mention relationship outside of marriage
- Against Islam or Islamic values – such as **Satanic Verses by Salman Rushdie**
- Not in line with the host country (The State of Qatar) culture sensitivities and religion
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\*We will be guided by the definition in the Cambridge Dictionary “to encourage people to like, buy, use, do, or support something”

#### 4.2 Retaining material that are

- Unique or classic
- Archival material
- Local materials of interest and promote good local social and cultures principles

#### 4.3 Donations and/or Free materials

The library applies the same selection criteria when accepting gifts as when purchasing new materials and such will be accepted or rejected by these criteria

#### 4.4 School Library Association Recommendation on Stock (Secondary)

- The collection should include books, graphic novels, poetry and information books. Music, comics and e-books should be considered.
- Journals and magazines should also be kept in hardcopy and/or online, covering both academic and leisure subjects.
- Access to news information should be provided – either in hardcopy or online, or both.
- All stock must contain accurate and accessible information and be relevant to the cohort of pupils.
- Recommend that general stock over 10 years old be regularly checked to ensure that it complies with the above statement.
- Recommend that stock which covers topics of science, technology and geography should be checked when it is five years old or over, or when significant developments occur.
- Fewer resources which are newer and more applicable are better than a surplus of old, unattractive or inaccurate titles.



## 4.5 Challenges to the materials

When a concern is raised about a resource in the library, the following steps should be taken;

4.4.1 Acknowledge the concern. This should be done via email even if it has already been expressed verbally. See email template Appendix 1.

4.4.2 When considering challenges to school library materials, the school's philosophy, belief in the importance of promoting inquiry and exposing young minds to a wide variety of facts and ideas will guide the discussion. While it's expected that staff and students will approach and discuss "controversial issues" with care, tact and objectivity, there must be overriding educational reasons for not using materials in response to a complaint.

4.4.3 The librarian along with the relevant class/subject teacher and member of the SLT should review the book against the selection criteria and consider the extent to which it can be claimed the content is 'promoting' any of the points outlined in 4.1.

4.4.4 Reference should also be made to the Educational Resources Guidelines and General Cultural Sensitivity Policy.

4.4.5 Consideration given as to whether further advice/guidance should be sought from the Ministry.

4.4.6 A decision should be made as to whether;

- The book is removed from the library.
- The book remains as it covers a specific curriculum requirement that can be supported via curriculum/exam specification.
- The book remains but is identified as being unsuitable for certain use (i.e. age)

4.4.7 The person(s) who raised the concern should be notified of the outcome and reasons.

## 5. Relevant Documents and Policies

Educational Resources Guidelines and General Cultural Sensitivity

[SLA Association](#)



## Appendix 1 Email Template

Dear Parent/Carer

Thank you for reaching out and expressing your concerns regarding the content of a specific book in our school library.

We want to assure you that the school takes your concerns seriously, and we value the opportunity to address them. As the school librarian, one of my primary responsibilities is to work with colleagues to carefully curate the book collection to provide relevant and engaging resources while ensuring cultural sensitivity.

Please be assured that we are treating this matter with utmost urgency. We have initiated a review of the book in question and will closely evaluate its content in light of your concerns. We have a comprehensive selection criteria in place that guides our decision-making process when acquiring new materials. Despite our best efforts, it is possible for occasional instances to occur where a book's content may raise concerns.

Your feedback has provided us with an opportunity to reflect on our practices and make improvements. We greatly appreciate your patience as we thoroughly investigate this issue. Rest assured that we are committed to maintaining a library collection that upholds the highest standards of educational value and cultural appropriateness.



Thank you