

**Benner Library**  
**Olivet Nazarene University**

# **Teacher Education Center**

**Collection Department Policies and Procedures**

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## **TEC Collection Development Policy**

The Teacher Education Center, located on the first floor of Benner Library, is a unique collection of pre-K through Grade 8 materials that supports teacher education programs at Olivet Nazarene University. The Teacher Education Center provides education students with resources to help prepare them for their future career as teachers. The TEC collection includes picture books (Easy), fiction and non-fiction books, elementary and middle-level textbooks and supporting materials in all subject areas.

### **I. Circulation Policies**

TEC materials circulate for a 4-week period and are eligible for renewals up to sixteen weeks. Some curriculum materials check out for 2 weeks with one renewal.

Textbooks are only available for use in the library.

### **II. Collection**

#### **Collection Formats**

Easy Books- Fiction picture books

Juvenile Fiction- Includes chapter books for elementary, middle grades, and YA readers.

Juvenile Dewey- Children and YA books that are not Easy or Fiction. This section includes informational books, fairytales/folklore, poetry, and more.

Textbooks and Curriculum-The TEC has a collection of textbooks and curriculum materials that all subject areas for pre-k through 8th grade. The sections are organized by content area (see appendix A).

Classroom Manipulatives – Materials to enhance teaching and instruction in the classroom, including models, games, and manipulatives.

#### **Diversity**

Resources that emphasize diversity and multiculturalism are intentionally included in the collection.

#### **Academics Standards**

Resources are chosen to align with the Illinois Learning Standards and other standards across the pk-8 grade levels.

## **Children's Book Search**

The purpose of the book search is to help students find children's book about a specific topic easily. Books are added to the children's book search based on topic or class. See the library catalog for the comprehensive collection.

### **III. Selection Process**

Materials are selected based on merit and gaps in the collection. Some controversial materials are incorporated in the collection to encourage students to analyze issues and make scholarly judgments. The Teacher Education Center prioritizes the collection of award winning and notable materials. The Education librarian has the responsibility of selecting materials for the collection. The library director makes the final decision regarding selection.

### **Patron Recommendations**

Selection of materials accommodates library patron requests, but the TEC is not obligated to purchase patron recommendations. Purchases are subject to availability of funds and to collection standards. Patrons can fill out a form online with book requests: <https://apps.bennerlibrary.com/forms/#/form/84>

## **V. Collection Evaluation**

### **Weeding**

Materials are withdrawn from the TEC collection when it is deemed no longer appropriate for the TEC and/or one of the following criteria is met: condition, format, relevance, authority, content, and duplicates.

### **Replacements**

Replacement of lost, damaged, outdated material with a newer copy, The Education librarian is responsible for examining the teacher education center collection to determine if repair/replacement is desired. If materials are damaged, they may go to technical services for repairs. If materials are beyond repair and replacement is necessary, the Education librarian will recommend replacement of the item.

### **Gifts**

Gifts are added to collection if they meet the selection process criteria.

Acceptance of gifts must follow the donations policy of Benner Library.

<https://library.olivet.edu/about/donations/index.php>

[https://library.olivet.edu/about/donations/docs/donation\\_form.pdf](https://library.olivet.edu/about/donations/docs/donation_form.pdf)

## Appendix A. Content Area Classification

Ac	Activities, general
	AcEa-Activities geared for Pre-K/K
Ae	Adult education
Ar	Art
Bb	Bulletin Boards
	BbCe-Christian Ed.
	BbEa-Early Childhood
	BbHo-Holidays/Seasonal
	BbLa-Language Arts
	BbMa-Math
	BbMu-Music
	BbSc-Science
	BbSs-Social Science
Ce	Christian Ed.
	CeAc-Activities
	CeAcHo-Holidays
CeAr	Art
	CeDr-Drama
	CeFm-Family
	CeLe-Lessons
	CeMu-Music
CeYo	youth (teen ministry)

Cs Classroom management

CsEa-for the early childhood classroom

CsPa-issues/ideas in dealing with parents

Dr Drama (storytelling, plays, reader's theatre...)

Ea-Focus on early childhood

Pp-Puppets

Rt-Reader's Theatre

St-Storytelling

Dv Diverse populations

DvBd-Behavior disorders

DvDs-Disabilities

DvDsLd-Learning

DvDsMd-Mental

DvDsPd-Physical

DvEa-Focus on Pre-K/K

DvESL- English as a second language (English language learners)

DvGi-Gifted education

DvIn-Inclusion

DvSi-Sign language

FACS Family/Consumer Science

He Health

HeDg-drugs/addictions

HeHy-Hygiene

HeNu-nutrition

HePe-Physical fitness

HeSf-Self Awareness

HeSa-safety

HeSx-sexuality

Kt Kits

La Language Arts

LaAs-Assessment

LaBk-Bookmaking (making books with children)

LaEa-early childhood: Pre-K/K (including books for teaching the alphabet)

LaEaMg-Mother Goose

LaGr-Grammar

LaHa-Handwriting

LaLs-Listening skills

LaLt-literature (resources for teaching specific books)

LaLtPo-poetry

LaLtTa-ales, myths, legends...

LaLtSh-Shakespeare

LaRe-reading

LaReAs-Assessment

LaReCm-Comprehension

LaRePh-Phonics

LaSp-Spelling

LaTh-Thinking skills

LaVo-vocabulary

LaWr-writing (teaching how to write)

LaWrJo-Journalism

LaWrPo-Poetry

Lb Library/research skills

Ma Math (general skills)

- MaAL-Algebra
- MaGm-Geometry

MaMn-Manipulatives

- MaMs-mMathematical story problems

Mu-Music (general)

- MuCp-Composers
- MuSo-Songs

Sc Science (General or includes more than one of the following)

- ScEa-Early childhood (useful with K and pre-K)
- ScEv-Environmental
- ScEr-Earth/space
- ScLi-Life/biological
- ScPh-Physical

Ss Social Sciences (includes general history)

- SsCo-community (service, helpers, careers, transportation)
- SsGe-geography (map studies)
- SsSb-Social behavior
- SsSf-Personal behavior, making good choices, personal values

SsUS-United States

- SsUsCu-Cultures/ethnic studies
- SsUsGe-state/regional studies
- SsUsGv-U.S. government/symbols
- SsUsHi-U.S history (non-specific time period, overview)
  - SsUsHi1-Early/native American
  - SsUsHi2-Colonial



SsUsHi3-American Revolution/early period as a nation

SsUsHi4-National expansion

SsUsHi5-Civil War/reconstruction-including Lincoln/slavery

SsUsHi6-Industrial development/immigration/women's suffrage

SsUsHi7-Emergence as a world power/WWI (1890-1920)

SsUsHi8-Roaring 20s/depression/New Deal/WWII

SsUsHi9-50s/Cold war/civil rights movement to current

Wo-world

SoWoCu-Cultures

SsWoGe-Geography/country studies

SsWoGv-Foreign governments

SsWoHi-World history (general, non-specific time period)

SsWoHi1-Early/Classical civilizations to the fall of Rome

SsWoHi2-500-1500: Includes Middle Ages/Early Renaissance

SsWoHi3-Early Modern World: 1450-1800

SsWoHi4-Unrest/change/revolution: 1750-1850

SsWoHi5-Global encounters/imperialism/effects: 1850-1914

SsWoHi6-World Wars: 20<sup>th</sup> Century-1945

SsWoHi7-1945-present

SsWoLg-Foreign language studies

Th Themes: units based on a theme using multiple subjects

ThEa-Early childhood: For instruction of pre-K/K

ThEaHo

ThHo-holiday/seasonal units/ideas

ThMb – Mailbox yearbooks