

Mission of School of Education Curriculum Library

The primary mission of the School of Education Curriculum Library is to serve teacher education students, faculty, and staff. The materials in the curriculum library support the university curriculum, especially those courses taken in pursuit of a teaching degree. Any Central Washington University student, staff, or faculty member is eligible to checkout Curriculum Library materials. Information regarding specific circulation policies such as duration, limits, and fines are outlined in the [Circulation Policy for Multimodal Education Center](#).

Intellectual Freedom/Supporting Documents

The School of Education Curriculum Library is committed to providing a balanced collection that represents a diversity of perspectives on issues and ideas. Any individual or group with questions regarding the appropriateness of materials in the collection should refer to the Request for Reconsideration section of this policy.

As part of its collection development philosophy, the SOE CL supports the following statements regarding intellectual and academic freedom:

- [Library Bill of Rights](#)
- [Intellectual Freedom Principles for Academic Libraries](#)
- [Code of Ethics of the American Library Association](#)
- [Freedom to Read Statement](#)
- [Student's Right to Read](#)
- [Central Washington University's Faculty Code](#)

Collection Scope

Resources in the curriculum library are primarily written in English; however, materials used to teach foreign languages and/or bilingual education are also included. Of primary importance are resources that feature educational methods and materials used in the United States and local school districts. Educational resources used in other parts of the world may be acquired on a selective basis. The collection includes physical and electronic materials. Items are selected with ease of use/access and longevity in mind. Emphasis is placed on collecting resources that exhibit respect for diverse cultures and ideas.

Textbooks

Current textbooks in all major subject areas are collected for levels PreK-12. Several publishers are represented for each grade level in major curricular areas. Emphasis is placed on textbooks used in Washington state school districts.

Professional Collection

The professional collection includes materials related to educational theory, classroom management, and curriculum design. Reference materials for educators are collected, including directories, indexes, and bibliographies. Journals and magazines intended for educators are selectively collected; the Brooks Library maintains a more comprehensive collection of periodicals.

Children's Literature

Books appropriate for readers of preschool age through young adult are collected. Resources in the Children's Literature collection include fiction, nonfiction, picture books, fairytales, and poetry. Focus in this collection is placed on award-winning titles and those covering a wide range of diversity-related topics. Magazines intended for children and young adults are selectively collected, as well as reference materials for K-12 audiences, including dictionaries, atlases, and encyclopedias.

Non-print Materials

Materials intended for demonstration purposes or to provide future educators with resources for lesson planning are collected. These materials include educational videos, software, audio recordings, manipulatives, games, and other realia.

Standardized Assessments

Current K-12 assessments relevant to CWU teacher education course offerings will be collected. They will be stored and loaned according to publisher guidelines. Older editions of assessments may be collected as well, when access to current editions is restricted or otherwise limited by publishers.

Supplements & Curriculum Guides

Supplemental materials collected include educational activity and idea books.

Course Reserves

Faculty teaching courses in education may place any materials on reserve for students in their class to utilize. Course reserves can have various loan periods, which will be specified by the faculty member when the item is placed on reserve. Items that have not circulated in more than a year will be returned to the faculty member, unless prior arrangements have been made to keep them on reserve longer.

Master's Projects

Projects completed by students in pursuit of a Master's degree in education are collected in electronic formats. The organization and retention of these projects is managed by the Brooks Library institutional repository team.

Selection Policy/Priorities

Materials will be selected for the collection based on criteria including: grade level and subject coverage, curriculum correlation, multicultural/diverse perspectives, areas of collection weakness, creator authority, currency, accuracy, quality, ease of use, professional reviews, and cost. If possible, materials being considered for purchase will be examined firsthand. Requests for specific titles or types of materials to be added to the collection are welcomed from all users of the curriculum library, however purchase of requested items is not guaranteed. Final selection decisions are the responsibility of the librarian.

Evaluation and Maintenance

Collections are strengthened by regular evaluation and deselection, which are an ongoing part of the collection's life cycle. Items that are outdated, duplicates, available from other local libraries, not in demand, in poor physical condition, of obsolete formats, or fail to meet current educational standards may be considered for withdrawal from the Curriculum Library collection. Items withdrawn from the curriculum library are generally sent to CWU's Surplus and Asset Management, although items with enduring value to researchers may be transferred to the Brooks Library.

If warranted by demand outdated, lost, and/or damaged materials will be replaced by new materials. This may include a new copy of the same title, a more recent edition, or a different title with coverage of the same subject matter.

Donations and Gifts

The School of Education Curriculum Library will accept or reject donated materials in accordance with the policies established by the [Brooks Library Gift Policy and Procedures](#). Inquiries about donations should be directed to the librarian or Collection Development Librarian at Brooks Library. All donors must fill out the full donation form before any materials will be accepted.

Request for Reconsideration

Any requests for reconsideration of materials included in the curriculum library collection should be directed to the librarian. Requests for reconsideration will be handled according to the policy set forth by the Brooks Library's [Request for Reconsideration of Library Resources Policy](#). When a request for reconsideration is submitted, the library will take action by: removing the resource in question if it is deemed inappropriate, adding material to provide alternative viewpoints to the collection, or determining no action is necessary. The librarian and School of Education director have final responsibility for all decisions regarding requests for reconsideration.