

TAIPEI
AMERICAN
SCHOOL



Joanna Nichols Memorial Libraries

Handbook



December 2023



Mission Statement and Philosophy

Taipei American School's mission is to cultivate an enduring commitment to learning, personal well-being, and service. We provide a broad American-based education with a global perspective that develops students of character who are committed to making the world a better place.

The philosophy of the Joanna Nichols Memorial Libraries aligns with TAS mission, values, and strategic areas as well as with the values of the American Library Association. TAS libraries foster the love of learning and reading through programs and services, which include resources, individual assistance, and information literacy instruction supporting curriculum.

Librarians and Staff

Each of the four TAS libraries has a unique collection that serves specific ages and needs. The librarians are qualified professionals with master's degrees in Library Science or equivalent and experience working with the age group they serve. Library staff are highly trained and perform the day-to-day operations of the library. Contact information for each of the librarians and a list of library staff can be found on each library website:

LS Library - lslib.tas.edu.tw

Chinese Library - chlib.tas.edu.tw

MS Library - mslib.tas.edu.tw

US Library - usic.tas.edu.tw

Patrons

The purpose of the libraries is to support teaching and learning; for that reason, library collections, services, and privileges are designed primarily for a patron base that includes students and teachers. As a courtesy, the libraries provide a variety of limited services and privileges to other patrons, including, but not limited to TAS parents and staff.





Commitment to Diverse Collections



The libraries value feedback from TAS community members and have a process in place for reconsideration of library materials. Students and parents may choose for themselves not to read materials with which they disagree. In support of building an inclusive community, all members are asked to model attitudes of openness and respect each other's right to access materials which represent many viewpoints.

TAS libraries support the principles of the American Library Association [Library Bill of Rights](#).

The Joanna Nichols Memorial Libraries strive to provide collections that serve the educational and recreational reading needs and interests of the TAS community. As a school committed to diversity, equity, inclusion and justice, the collections mirror the diversity of our community and also celebrate and affirm the humanity of all cultures and backgrounds. Through exposure to a diverse collection of resources, our libraries support the cultivation of an enduring commitment to learning and promote the development of a global perspective.



Selection Criteria

The librarians use professional expertise to select and deselect items for the collections.



An item is selected for the following reasons. This list is not exhaustive.

Supports TAS mission, values, curriculum, and strategic objectives, as well as community needs and interests.

Meets high standard of literary and artistic quality and/or has potentially high user appeal.

Is developmentally and intellectually appropriate for the intended audience.

Provides perspectives through diverse viewpoints.

Has accurate content from authoritative sources.

Earns favorable reviews in professional journals or by professionals.

Balances a variety of physical and virtual formats, including print and non-print.

Has a viable cost per use.

Deselection Criteria



An item is deselected for the following reasons. This list is not exhaustive.
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Is damaged, mildewed, or physically unusable.

Has not been used or has low circulation statistics.

Is in an unsupported or outdated format.

Has outdated or unneeded content.

Is in direct opposition to TAS mission, values, curriculum, or strategic objectives.



Recommendations for Purchase and Donations



The libraries encourage teachers and students to request items for purchase. Each division establishes the process for purchasing recommendations.

The TAS libraries accept donations of books and other library materials with the understanding that there is no guarantee that items will be added to the library collection. All items are evaluated according to the library selection criteria, and those items that do not meet the criteria will be donated to another group or disposed of. TAS does not provide a donation/tax receipt for donated items.



Confidentiality of Library Records

The TAS libraries observe the ALA Confidentiality of Library Records.



With or without specific legislation, ALA urges school library specialists to respect the rights of children and youth by adhering to tenets expressed in the Confidentiality of Library Records Interpretation of the Library Bill of Rights and the ALA Code of Professional Ethics.

The members of the American Library Association, recognizing the right to privacy of library users, believe that records held in libraries with information about specific individuals are confidential. The TAS libraries respect and recognize the confidentiality of students. Their records may be accessed by specific individuals as determined necessary by admin and the library staff.



Reconsideration of Library Materials



If a member of the TAS community objects to material selected by one of the libraries, they can request that the library reconsider the material. The procedure is outlined below.

The community member with a concern will fill out a [Reconsideration of Library Materials form](#).

The divisional principal of the library that has the item in its collection will appoint a committee of five people representing different roles within the school community.

The appointed committee will review the material and determine whether it meets the selection criteria and consider the item in the broader context of TAS values and mission.

The committee will report its findings to the principal.

The principal will inform the person who submitted the request of the committee's decision.

If the matter is still not resolved, Head of School will review the request, along with a written report of the librarian-faculty committee's review and the recommendation of the divisional principal.