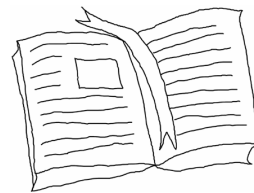


# Material Selection Policy



It is the policy of the Board of the \_\_\_\_\_ School District to provide a broad range of educational materials to enrich and support the curriculum and to meet the needs of the individual students and teachers. The professional staff should provide students with a wide range of materials of diverse appeal. Materials should be available in a variety of formats and represent varying levels of difficulty and varying points of view. In selecting materials, principles outweigh personal opinion. Materials are considered for their quality and appropriateness.

## RESPONSIBILITY

1. The board of school directors assumes legal responsibility for the selection of materials in the district's library information centers.
2. Responsibility for the selection of all library materials is delegated to the professional library staff through the building principal. The selection process involves open opportunity for consultation with administrators, faculty, supervisors, and students. Selection is based upon evaluation
  - a. by the professional library staff
  - b. in professional library tools and other review media
  - c. by other responsible professionals
3. In selecting materials, library staff, administrators, and faculty are guided by the principles incorporated in the School Library Bill of Rights, the Freedom to Read Statement, standards adopted by the American Association of School Librarians, and the School Library Standards of the \_\_\_\_\_ State Department of Education.
4. The collection will be developed systematically ensuring global perspective, recognizing diversity, representing differing viewpoints, and presenting a well-balanced coverage of subjects and opinions. The collection will include a variety of formats (print, electronic, multimedia, etc.) and a wide range of current materials on various levels of difficulty supporting the diverse interests, learning styles, and viewpoints of the learning community.

## CRITERIA FOR SELECTION

1. Materials should support and be consistent with the district's general educational goals and the educational goals and objectives of our individual schools and specific courses.
2. Materials should be selected to enrich and support both the curriculum and the personal needs of our students and faculty, taking into consideration diverse interests, abilities, socioeconomic backgrounds, maturity levels, and students' extracurricular interests. Materials selected should encourage an appreciation for both informational and recreational reading, viewing, or listening.
3. Care will be taken to select materials of educational significance meeting standards of high quality in presentation, educational significance, aesthetic character, artistic quality, literary style, factual content, authenticity, readability, accuracy, durability, and technical production.
4. Materials should be free of stereotype and sexual bias.
5. Materials should be considered relating to their overall purpose and their direct relationship to instructional objectives and/or the curriculum. Selected materials should support needs in the content areas and be appropriate to the variety of ages, developmental stages, ability levels, and learning styles represented by the particular facility for which they are chosen.

6. Materials should be selected representing opposing points of view on controversial issues, encouraging individual analysis. Library materials concerning controversial political, social, and religious issues should inform rather than indoctrinate.
7. The literary style of a work should be appropriate and effective for the subject matter and its intended readers or viewers.
8. The value of any work must be examined as a whole. The impact of an entire work will be considered, transcending individual words, phrases, and incidents.
9. Resource sharing will be considered in purchasing decisions. Materials may be purchased or not purchased based on networking and collaborative relationships with other area collections and depending upon extent of need.
10. Materials will be purchased in a variety of formats with efforts made to incorporate emerging technology when they meet the criteria outlined above.
11. Gift materials will be evaluated by the criteria outlined above and shall be accepted or rejected in accordance with those criteria.

## PROCEDURES FOR SELECTION

The teacher-librarian, in conjunction with teachers, administrators, and the school library media advisory committee, will be responsible for the selection of materials. In coordinating this process, the teacher-librarian will do the following:

1. Arrange, when possible, for firsthand examination of items to be purchased.
2. Use reputable, unbiased, professionally prepared selection aids when firsthand examination of materials is not possible. Among the sources to be consulted are:

*AASA Science Books and Films*

ALA's Award Winning book lists: Newberry,  
Prinz, Coretta Scott King, etc.

*ALAN Review*

*American Film & Video Association  
Evaluations*

*Basic Book Collection for Elementary  
Grades*

*Basic Book Collection for Junior High  
Schools*

*The Best in Children's Books*

*Booklist*

*Bulletin of the Center for Children's Books*

*Children's Software Review*

*Criticas*

*Horn Book*

*Kirkus Reviews*

*Library Media Connection*

*Library Journal*

*Multicultural Book Reviews*

*Multimedia Schools*

*New York Times Book Review*

*Publishers Weekly*

*Reference Books for School Libraries*

*School Library Journal*

*VOYA*

Such core collection tools as the Wilson  
Catalog series: *Children's Catalog*,  
*Junior High School Catalog*, *Senior High  
School Catalog*

other sources as appropriate

3. Strongly consider the recommendations of faculty, students, and parents.
4. Judge gift items by standard selection criteria and, upon acceptance of such items, reserve the right to incorporate into the collection only those meeting the above criteria.
5. Purchase duplicates of extensively used material.
6. Purchase replacements for worn, damaged, or missing materials basic to the collection.
7. Determine a procedure for preventative maintenance and repair of material.

## **WEEDING**

The collection of the library information center will be continually reevaluated in relation to evolving curriculum, new material formats, new instructional methods, and the current needs of its users. Materials no longer appropriate should be removed. Lost and worn materials of lasting value should be replaced. Weeding is essential to maintaining a relevant, attractive collection. Materials considered for weeding should include items:

- in poor physical condition
- containing obsolete subject matter
- no longer needed to support the curriculum or student/faculty interests
- superseded by more current information
- containing inaccurate information

## **PROCEDURE FOR CHALLENGED MATERIALS**

The following procedures will be followed when a citizen challenges the appropriateness of an item in the collection:

1. Complainant will be asked to complete a Citizen Request for Reconsideration of Materials. This report will be forwarded to the superintendent, who will then inform the school board of directors.
2. The Citizen Request will be forwarded to a library review committee, appointed by the superintendent, that will consist of the teacher-librarian, the reading specialist, the principal, a teacher from the school involved, and an administrator from the central office.
3. A meeting of the library review committee will be scheduled within one week of receipt of the Citizen Request.
4. Material will be judged by the committee as to its conformance with the criteria for selection listed in this selection policy.
5. The written decision of the committee will be forwarded to the superintendent, who will inform the school board of directors and complainant of the committee's decision.
6. If the complainant is dissatisfied with the decision, a request may be submitted to the superintendent for a review of all proceedings by the school board of directors, who will render a final decision as to the appropriateness of the materials in question.
7. Challenged materials will remain in circulation until the process is completed.