School Library Selection Policy

Philosophy

The library in each school is an integral part of the school curriculum. Existing primarily for education purposes, the library offers enrichment and resource materials for students and faculty. Materials are selected from all forms of media available for interest, vocabulary, maturity, and ability levels of all students within the school, and it supports all departments of the school curriculum.

The school library provides additional materials to attract students to reading, viewing, and listening as sources of pleasure and recreation over and above needed subject content. It attempts to foster reading as a lifelong activity through pleasurable exposure to print and non-print material.

Objectives

1. To provide and maintain a collection of book and non-print materials designed to compliment and enrich the school curriculum.
2. To provide resource materials for students and faculty.
3. To make available varied materials of use and interest to both students and faculty.
4. To provide a wide selection of books for leisure reading and to promote a varied selection by students.
5. To provide a well-balanced collection of materials on opposing sides of controversial issues so that students may develop the practice of critical reading and thinking.
6. To provide material representative of many religious, ethnic, and cultural groups and their contribution to our American heritage.
7. To consider the needs, interests, and abilities of individual students.
8. To provide instruction and guidance in the use of the library and research materials.
9. To keep the collection up-to-date and relevant to the learning community served.

Responsibility for Selection of Materials

The School Board is legally responsible for the selection of instructional materials. The authority is delegated to the professional personnel of the district for the selection of these materials.

Library materials at each school are selected cooperatively by the librarian in consultation with the administration, faculty, students, parents, and other community members. Selection is a cooperative, continuing process. Final recommendations for purchase rest with the librarian with the approval of the school principal and district superintendent.
Criteria for Selection

Educational goals, curriculum needs, faculty needs, students’ reading level, maturity level, background, needs and interests, and existing materials will be taken into consideration in developing the library collection.

Recommendations by the administrators, faculty members, students, parents, and other community members will be considered. Material selected should be favorably reviewed in one or more current or retrospective professional reviewing tools.

Weeding

Weeding is a process by which materials no longer useful are removed from the library collection, usually during inventory. However, weeding should be carried out continuously if the library collection is to be kept up to date. Types of materials which should be regularly weeded from the school library are:

1. Items in such poor physical condition that the readers cannot use them.
2. Materials whose leaves have become yellowed and brittle with age.
3. Sources which contain material that is outdated or no longer true. This applies particularly to materials in science, or social studies, especially about other lands and people. The copyright date is a great help in evaluating this type of materials, though not the only factor to be considered.
4. Book which have been replaced by new and revised editions.
5. Materials, which are not suitable for the readers using the collection.
6. Items which are duplicated of books once popular, but seldom used.
7. Dated audiovisual materials and equipment.

Weeded materials should be completely removed so that they will not find their way back to the library. Old editions should be replaced by newer editions and discarded unless there is a special reason for keeping the old one. Material unsuitable to the collection (both print and digital formats) may be offered to other areas of the school, other libraries in the school system, or to a public library.

Challenged Books

All materials selected will have been judged on the basis of relevance or permanent value, accuracy, authoritativeness, clear presentation and/or readability, and format. Insofar as it is practical, materials will be provided which present all points of view. Materials will not be excluded because of race, nationality, religion, or political views of the writer. When doubt arises about one of the possible selections whether print or non-print, approval copies will be examined by the librarian and at least two other members of the faculty.