

SELECTION OF LIBRARY MEDIA

Purpose of the Library

The school library media program is an essential part of the school curriculum, providing students with access to a wide range of resources and information to support their learning and exploration. It is a place where students can choose their own materials, explore their interests, and develop critical thinking and problem-solving skills.

The library media program also plays a unique role in promoting intellectual freedom and access to information in a pluralistic society. It is a learning laboratory where students can develop the skills they need to navigate the vast and ever-changing world of information around them.

Administration of Selection

1. The final responsibility for selection of library media legally rests with the School Board. The School Board hereby delegates the responsibility for coordinating the selection of resources and making recommendations for purchases to the librarians or library support staff in each school.
2. Selection is a collaborative process which involves teachers, principals, librarians & library support staff, and students.
3. The librarian or library support staff will be responsible for preparing the purchase requests for all library media ordered for the building library.

Objectives of Selection

1. To provide faculty and students with materials that enrich and support the curriculum and meet the needs of the students and faculty served.
2. To provide students with a wide range of educational materials on all levels of difficulty and in a variety of formats, with diversity of appeal, allowing for the presentation of many different points of view.
3. To select materials that present various sides of controversial issues, giving students an opportunity to develop analytical skills resulting in informed decisions.
4. To select materials in all formats, including up-to-date, high quality, varied literature to develop and strengthen a love of reading.

Selection Criteria

The librarian or library support staff will select resources in all formats for the library while considering the following criteria:

1. Support, enrich and extend the school's curriculum.
2. Encourage informational, educational and recreational reading, viewing and/or listening.
3. Appropriate for the reading level, understanding, and access abilities of students in the school.
4. Reflect the creative interests and relevant needs of the students and staff.
5. Warrant inclusion in the collection because of literary, historical and/or artistic value and merit.
6. Media's use of sex, violence, and profanity will be weighed against its literary value.
7. Present information with the greatest degree of currency, accuracy and clarity possible.
8. Represent various viewpoints so that students learn to explore, analyze and make intelligent judgements.
9. Reflect a variety of cultural backgrounds.

Selection Process

Selection of media is accomplished by, but not limited to:

- a. Collection analysis
- b. Collection mapping and collection plan
- c. Instructional and program needs assessment
- d. Survey recommendations from students and staff
- e. Consultation of professional selection tools and reviews
- f. Examination of media and trial access
- g. State, national, professional association awards and bibliographies

Gifts

Books and other library media will be accepted as gifts on the condition that the librarian or library support staff has the authority to make whatever disposition he or she deems advisable. Gifts must meet all criteria for selection.

Collection Maintenance

1. Library media should receive continuous evaluation with consideration to the given relevance, accuracy, physical condition, and the needs & interests of the students.
2. Collection maintenance is an ongoing process which shall include the removal of media no longer appropriate and the replacement of lost and worn resources still of educational value. Any district library may discard over-duplicated, outdated, inappropriate or worn library media marking all as "Discarded." Such discarded media may be given to staff or students, other libraries or to nonprofit agencies, destroyed, or offered for public sale.

Reconsideration of Library Media

1. Challenges from parents, students, or concerned district residents may prompt a reconsideration of library media.
 - a. Reconsideration of library media shall be verbally requested of the librarian or library support staff where the questioned media is presently being used.
 - b. In the event that the complainant is not satisfied with the decision of the librarian or library support staff, the complainant may verbally request a meeting with the librarian or library support staff and building principal to seek resolution.
 - c. In the event that the complainant is not satisfied with the outcome of the meeting with the librarian or library support staff and the building principal, the complainant may file a formal, written complaint.
2. When library media is formally challenged, the following procedures are to be used for reconsideration of library media:
 - a. The complainant shall submit a "Request for Reconsideration of Instructional Materials or Library Media" form (6400 FM) to the building principal where the questioned media is presently being used.
 - b. The superintendent shall receive the formal, written complaint from the building principal.
 - c. Upon receipt of the formal written complaint, the superintendent shall arrange for a review committee consisting of an administrator, a School Board member, a classroom teacher, a school librarian, a non-school librarian, a parent, and a lay person.
 - i. The committee shall not consider more than two pieces of media during one review cycle.

- ii. Upon receipt of the formal written complaint, the superintendent shall arrange for a review committee consisting of an administrator, a school board member, a classroom teacher, a school librarian, a non-school librarian, a parent, and a lay person.
 - iii. The committee will meet and return a report to the superintendent within three weeks.
 - iv. The committee may recommend the questioned media be retained without restriction, retained with restriction, or not retained.
 - v. The superintendent will report the recommendation of the review committee to the School Board. The School Board shall make the final decision on the future use of the questioned media.
- d. Pending committee study and final action of the Board, the media which is subject to the complaint need not be removed.

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