

## LIBRARY MATERIALS SELECTION

The Board of Education supports the establishment and maintenance of library-media centers which reflect the educational goals of the district and support the principles of intellectual freedom, the American Library Association (ALA) Library Bill of Rights, the National Council of Teachers of English (NCTE) Students' Right to Read and other statements of intellectual freedom.

The Board delegates the responsibility for the selection of all library materials to the school library media specialists. Guided by the district's selection policy, the school library media specialists are responsible for the review, evaluation, selection and disposition of the school library media materials. The selection process may involve consultation with administrators, faculty, staff and students.

School library media specialists will consider the principles incorporated in the American Association School Librarians (AASL) Access to Resources and Services in the School Library Media Program and the Freedom to Read Statement (ALA).

In developing collections, it is understood that all materials may not be suitable for all ages. Parents or legal guardians have the right and the privilege to monitor their children's choice of reading materials.

### *Criteria for Selection*

Library media specialists involved in selection of library materials shall ensure that library materials will:

- Enrich and support both the curriculum and the personal needs of our students and faculty, taking into consideration abilities, socioeconomic backgrounds, maturity levels, learning styles, and students' extracurricular interests.
- Support and encourage the development of lifelong readers.
- Support the district's exit standards.
- Represent diverse religious, ethnic and cultural groups.
- Provide a background of information which will enable students to make intelligent judgments in their daily lives.
- Encourage an appreciation for both informational and recreational reading, viewing or listening.
- Meet standards of high quality in:
  - physical format
  - educational significance
  - readability
  - authenticity/accuracy
  - artistic quality or literary style
  - factual content
  - authority
  - timeliness

- relevance
  - ethics
  - presentation that is clear, comprehensible, skillful, well-organized and unbiased
  - special features, such as useful illustrations, photographs, maps, charts, graphs, etc.
  - technical production/construction that is well-crafted, durable, manageable and attractive.
- Represent a diversity of viewpoints on controversial issues.
  - Be appropriate for the subject matter and its intended readers or viewers.
  - Be examined as a whole, with the value of any work transcending individual words, phrases and incidents.
  - Be purchased in a variety of formats to include print, non-print, electronic and multimedia.

### *Procedures for Selection*

The school library media specialist will:

- Use selection tools such as professional review journals, general review sources, standard catalogs and recommendations of other library media specialists. (See Appendix)
- Consider recommendations for purchase from faculty, staff, students and parents as appropriate.
- Use the criteria for selection to judge gift items and reserve the right to incorporate into the collection only those that meet the selection criteria.
- Purchase duplicates of extensively used materials.
- Purchase replacements for worn, damaged and missing materials.

### *Procedures for Deselection (Weeding)*

Deselection (weeding) is an ongoing part of the collection development process. The deselection procedure allows the library media specialist to determine whether an item still deserves a place on the library shelves.

Suggested criteria for identifying and weeding out undesirable materials are as follows:

- Titles that no longer support the mission of the school or the purposes of the library collection.
- Titles that contain outdated information.
- Titles that are deemed invalid, inaccurate or incomplete.
- Titles which perpetuate sexual, racial or cultural stereotypes.
- Titles with limited use by students, staff or interlibrary loan may be considered.
- Titles in poor physical condition such as worn, torn, soiled, pages or parts missing.
- Media that is faulty or inferior.

Materials that are removed will be labeled as discards and can be donated to other libraries, given to students or recycled. All holdings that are deleted due to condition will be further evaluated for replacement if necessary.

### *Procedures for Challenged Materials*

In order to respond to any complaints about, or challenges to, the selection of library materials, the district has adopted regulations (1420-R, Complaints About Curricula or Instructional Materials Regulation) establishing a complaint procedure and providing for a committee to review such complaints or challenges.

If any person wishes to permanently remove materials from a school district library, he/she must seek the formal approval of the Board. The Board may determine that such materials should be removed. Such determination must not be based upon official suppression of ideas, but rather upon the educational suitability of the materials in question. Only the Board and/or the Superintendent may authorize said permanent removal of instructional materials, pursuant to the decision of the Board.

Cross-ref: 1420, Complaints about Curricula or Instructional Materials

Ref: Education Law §§1709(15); 1711(5)(f)  
*Board of Educ., Island Trees UFSD v. Pico*, 457 US 853 (1982)

Adoption date: October 18, 2010