**SAMPLE MATERIAL SELECTION POLICY**

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**A. Mission** **Statement** **of** **the** **School** **Library** **Media** **Center**

The mission of this school library media center is to ensure that students and staff are effective users of ideas and information. The collection will reflect the needs of its patrons with current materials relevant to the curriculum and interest. The library media center will encourage a lifelong pursuit and appreciation of reading. The library media center will provide a setting where students can develop the skills necessary to locate, analyze, evaluate, interpret, and communicate information and ideas in an effective manner.

**B. Goals** **and** **Objectives** **of** **the** **Library** **Media** **Center**

1. Provide and maintain a current collection that is diverse in format and content and that that supports and enhances the curriculum as well as the pursuit of individual interests.

2. Collaborate with teachers, administrators, and others to ensure that a variety of resources is available for patrons to support learning

3. Provide materials that encourage an appreciation for diversity and various worldly perspectives

4. Provide materials in various formats and difficulty level

**C. Responsibility** **for** **Collection** **Management**

The primary responsibility for selecting materials for the library media center is that of the library media specialist. The patrons (students, staff, administration, parents) are encouraged to offer recommendations of materials to be considered for inclusion into the collection.

**D. Collection** **Development** **Methodologies**

**Inventory**/**Survey of Holdings**: The Library Media Specialist (LMS) will perform a full inventory/survey of holdings annually, at the end of the school year. The method of this inventory is up the LMS, and may utilize the staff and possible parent volunteers.

**Gifts and Donations**: This school library is pleased to accept any monetary donations through the front office of the school, or the district office. The monies should be clearly labeled for The Library, and any other specifications the donor may have. Books may be donated, to be considered for the collection at the library location. This Library cannot, however, accept donations of used technology, per district policy. Upon donation, materials become the property of the School District, and LMS reserves the right to use the materials as is seen fit. Although all donations are appreciated, materials that are outdated or unusable will be recycled.

**Repair/Replacement**: There are no fines or penalties for books damaged on the first offense, but it must be documented and the librarian may request full payment of any damage thereafter to library materials. When an item comes in damaged it must first be determined as repairable or irreparable. It must be examined according to the weeding criteria first, and then answer the following considerations:

• How many copies does the library have available?

• How often those copies are being used?

• Are there advantages to purchasing this book new?

• What are similarities between the lost item and the current student need?

**E.** **Fundraising**

The library will conduct several fundraisers throughout the year. Since the monetary yield cannot be pre-determined, there will not be an allocation determined. These funds will be used to purchase items for the library. Annual fundraisers may include:

• Scholastic Book Fairs to be held twice a year

• Other fundraising opportunities as they arise

**Evaluative Criteria for Materials Selection and Deselection**

**A.** **Selection**

The single most important criterion for materials selection is the needs of students. If a potential item does not meet the learning needs of students, that item will not be added to the library collection. Items may meet direct classroom learning needs, add to the professional ability of teachers, or otherwise contribute to learning guidelines set forth in the latest National School Library Standards, *.*

General Selection Policies

I. The library media specialist (LMS) is responsible for the selection of new materials to be added to the collection

II. The LMS welcomes requests from patrons, and will take requests into consideration when purchasing new materials.

III. Purchasing Policy. Purchase of materials for the media center is the responsibility of the LMS. Students, faculty members, and parents are encouraged to request materials and to offer input to aid in selection, but final decisions will reside with the LMS. Professional resources will be consulted by the LMS to review all materials before completing purchase orders. Items purchased must conform to specific guidelines for purchase including, but not limited to age appropriateness, reading level, educational value, reliability/ authority of sources, cost effectiveness, sustainability, etc.

**B.**  **Print** **Sources**

The following criteria will be considered when selecting print resources:

Appropriatenes**s:** Is the content appropriate for library learners? Does theitem match their levels of development, reading level, learning style, 'ethnic/ cultural background and interests?

 Authority/Accuracy**:** Is the material credible with author identified resources? Are biases and opinions identified? Is the author knowledgeable (qualified on in the subject matter? Has the author published previous works on the topic? Is the material accurate and current?

 Comparison to other works**:** How does this item compare to others on the topic? Are other formats available that might be better for the learners?

 Scope: What is the intended purpose of the item? Is the level of detail appropriate for students?

 Format and Organization**:** Is the item organized and arranged m a way that students can easily understand and locate desired information?

 Treatment**:** Is the item's subject matter presented appropriately, and in a way that students will enjoy?

 Cost**:** Is there a more cost efficient resource that can fulfill the same need?

 Physical Quality: Is the item of sturdy quality that will last?

 Literary Merit**:** How well do the creators incorporate literary elements such as theme, style, characters, etc.?

**C.** **Electronic** **Sources**

The following criteria will be considered when selecting electronic resources·

 Timeliness**:** Is the item up-to-date and the most current version? Is a new version scheduled to come out before the item is needed?

 Sustainability: Will the electronic item last the duration of its lifespan under heavy duty use of students?

 Cost: Is there a similar item that can fulfill the same need that is more cost efficient? Are repairs expensive?

 Appropriateness**:** Are students able to use the technology?

 Miscellaneous: Any of the applicable criteria for print resources will also be applied.

**D.** **Professional** **Resources**

The following professional resources may be referenced when selecting new materials for the library collection:

• *School* *LibraryJournal*

• *Booklist* *Online*

• *Publisher's* *Weekly*

• Professional Organizations such as the American Library Association (ALA) or the National Council of Teachers of English (NCTE) ·

• Other resources taken into consideration to determine suitability for the collection are: professional opinion, staff/student requests and staff/student surveys

**E.** **Deselection**

Deselection, is a necessary practice in order to preserve the quality of the library collection and consists of removing items that are outdated, worn/ broken or no longer needed. This also frees up space for materials that will better serve the patrons.

Library Staff will use the CREW method (Continuous Review, Evaluation, and Weeding) throughout the year to remove items on an as needed basis. At the conclusion of each school year, library staff will conduct a large scale weeding project to remove items that need to be removed, but have been missed. Staff will use the MUSTY acronym to guide weeding. Items will be removed if they are: Misleading or obsolete, Ugly or worn out (physically unappealing), Superseded by a newer version, or Your collection no longer needs the item.

**F)** **Procedures** **for** **Handling** **Materials** **Challenges** **or** **Complaints**

XX School Library strives to uphold the principles set forth by the American Library Association.

All complaints/ challenged material will be recorded by the Library Media Specialist (LMS) for reference purposes and reported to the principal. Patrons wishing to formally challenge materials may pick up a form in the library. The form must be completed and submitted to the LMS before the material will be considered for removal.

**Procedure** **for** **Reconsideration**

1. Submission of formal complaint to LMS.

2. Reconsideration Committee will be formed. A date will be set for the hearing providing time for the committee to review the item under consideration. Committee members as well as complainants are encouraged to read the item in its entirety.

3. Actual committee hearing will be closed to the public due to the emotionally-charged nature of some complaints.

4. The committee will vote on removal or retention of the item in question and report the majority ruling to the principle. The principle will present the ruling to the board. The· complainant will be mailed a copy of the ruling and a copy will be filed with the LMS.

5. Items chosen for removal will be removed immediately unless the decision is reversed by

an appeal.

6. Appeals must be made to the principal and Site-Based Council.

**SAMPLE REQUEST FOR RECONSIDERATION OF MATERIALS**

The School Board of this school district has delegated the responsibility for selection and evaluation of library/educational resources to the school library media specialist, and has established reconsideration procedures to address concerns about those resources. Completion of this form is the first step in those procedures. If you wish to request reconsideration of school or library resources, please return the completed form to the Library MediaSpecialist at this school.

**This School District**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone (cell/mobile): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone (other): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you represent: Self? \_\_\_ Organization? (please name): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Resource** **on** **which** **you** **are** **commenting**

**Title:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Author:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Format/medium:**

\_\_\_\_ Book \_\_\_\_\_Textbook \_\_\_\_\_Video \_\_\_\_\_Display \_\_\_\_\_Magazine \_\_\_\_\_Library Program

\_\_\_\_\_Audio Recording/Podcast \_\_\_\_\_Newspaper \_\_\_\_\_Electronic source (please specify):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. What brought this resource to your attention?

2. Have you examined the *entire* resource?

3. What concerns you about the resource?

4.Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?