

Adopted: March 9, 2022

660 SCHOOL LIBRARY SELECTION/DESELECTION PROCESS

I. PURPOSE

The purpose of this policy is to provide direction for selection and deselection of materials for the School Libraries.

II. GENERAL STATEMENT OF POLICY

The School Board recognizes the importance of the media program as a fundamental part of education and the process of learning and problem solving.

III. SELECTION PROCESS

A. Schools are concerned with generating understanding of American freedoms and with the preservation of these freedoms through the development of informed and responsible citizens. To this end, the American Association of School Librarians reaffirms the LIBRARY BILL OF RIGHTS of the American Library Association and asserts that the responsibility of the school library/media center is:

1. To provide materials that will enrich and support the curriculum, taking into consideration the varied interests, and maturity levels of the pupils served.
2. To provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards.
3. To provide background of information which will enable pupils to make intelligent judgments in their daily life.
4. To provide materials representative of the many religious, racial and cultural groups and their contributions to our American heritage.
5. To place principle above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to assure a comprehensive collection appropriate for the users of the library.

B. The needs of the school, based on knowledge of the curriculum and the existing collection, are given first consideration. Materials for purchase are considered on the basis of:

1. Overall purpose
2. Timeliness or permanence (i.e. – to match the curriculum cycle)
3. Importance of the subject matter
4. Quality of the writing/production
5. Readability and popular appeal
6. Authoritativeness
7. Reputation of the publisher/producer

8. Reputation of significance of the author/artist/composer/producer.
9. Format and price

Requests from district faculty and students are encouraged and are given consideration.

- C. The librarian/media specialist evaluates the existing collection and may consult reviews from selection tools such as Booklist, School Library Journal, Bulletin of the Center for Children's Books, Media and Methods, Book Report and Library Talk.
- D. The librarian/media specialist also relies on the recommendations of the teaching staff.
- E. Gift materials are judged by basic selection standards and are accepted or rejected by those standards. (For materials that are not added to the collection, the library reserves the right to either donate to classrooms/students or discard the materials)
- F. Multiple items are ordered for materials which are in great demand.
- G. Replacement copies will be purchased for material that is in high demand.
- H. Worn or missing standard items are replaced periodically.
- I. Out-of-date or no longer useful materials are withdrawn from the collection.
- J. Textbooks are selected by classroom instructors and the administration.

Recommendations for selections may be made by anyone but the final decisions for purchase will be made by the school librarian with consultation with the building principal if needed.

IV. DESELECTION PROCESS

- A. The process of deselection (weeding) is an integral part of assessing the collection and therefore ultimately the responsibility of the school librarian. The school librarian will work on deselecting material throughout the year to remove items that no longer meet the selection criteria. The school library is not designed to become an archive or storehouse of all records. The process of deselecting helps keep the collection relevant, accurate, and useful; and it facilitates more effective use of space in the library.
- B. At the end of the school year, the school librarian will conduct an annual inventory schedule of the school library collection and equipment. The inventory can be used

to determine losses and remove damaged or worn materials which can then be considered for replacement or repair. The inventory can also be used to deselect and remove materials that are no longer relevant to the curriculum or of interest to students. Additionally, the school librarian will conduct a systematic inspection of materials that would result in weeding outdated, damaged, or irrelevant materials from the collection.

- C. The library's collection will continually be evaluated in accordance with curriculum changes, new material formats, interests and needs of users, and changing instructional methods.
- D. Collection renewal is essential to maintain a relevant and attractive collection. Materials will be removed from the collection when items:
 - 1. Are no longer needed to support the curriculum or student or faculty interests
 - 2. Are superseded by more current information
 - 3. Are in poor physical condition
 - 4. Are outdated in content, use, or accuracy
 - 5. Contain obsolete subject matter
 - 6. Contain inaccurate information
 - 7. Duplicate information that is no longer in heavy demand
 - 8. Have low circulation statistics
 - 9. MUSTY (acronym to determine weeding)

The final decision to withdraw material from the library collection is one which is made by the school librarian with consultation with the principal if needed. Withdrawn material will be transferred to classroom libraries if needed, donated where appropriate or discarded when necessary.

V. RECONSIDERATION OF INSTRUCTIONAL MATERIAL

1. Presentation

- A. All challenges will be presented in writing to the building principal in which the questioned material is housed. Only faculty, parents/guardians, and currently enrolled students in the Chatfield Independent School District 227 can challenge material. While the reconsideration process is occurring, the material in question may remain on the shelves at the discretion of the principal. The challenge will contain information as to the point of objection and why the party objects. All questions must be answered and the statement must be signed. (Form 660F attached)

2. Procedure

- A. The challenged material will be reviewed by an evaluation committee made up of a principal, librarian, and three faculty members, including at least one in whose field the subject of controversy lies. The committee may also include a student and a community member.

The committee will:

1. Read and/or examine challenged material
 2. Read available reviews.
 3. Weigh values and faults against each other and form opinions based on the material as a whole and not on passages pulled out of context.
 4. Develop a consensus opinion on the material and a response to the challenge.
 5. A letter summarizing the committee's determination is written and forwarded to the complainant by the principal.
- B. In cases of severe challenge one member of the School Board and the Superintendent may serve as additions to the evaluation committee.

3. Appeal

- A. The decision of the evaluation committee may be appealed to the Superintendent who will evaluate the committee's determination and respond to the appeal in writing. The Superintendent's decision may be appealed to the School Board. The School Board will evaluate the appeal and draft a letter summarizing its determination after a decision has been made. In cases where the Superintendent is a member of the committee, an appeal of the committee's determination will go directly to the School Board.

Form 660F - Reconsideration of Instructional Material Form

Date _____ Name _____

Address _____

City _____ State/Zip _____

Phone _____ Email _____

Do you represent self? _____ Organization? _____ Group (identify) _____

Name of Organization/Group _____

1. Resource on which you are commenting:

___ Book (e-book) ___ Movie ___ Magazine ___ Audio Recording

___ Digital Resource ___ Game ___ Newspaper ___ Other _____

Title _____

Author/Producer _____

What age group (class or grade) was found using this material? _____

2. What brought this resource to your attention? _____

3. Have you examined the entire resource? _____ If not, what sections did you review?

4. What concerns you about the resource? (Please be specific) _____

5. What do you feel might be the result of being associated with this material? _____

6. For what age group would you recommend this material? _____

7. Do you find anything good about this material? _____

8. Are you aware of the judgment of this material by critics? _____

9. For what purpose do you think this material was designed? _____

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

11. What action are you requesting the committee consider?

_____ Do not assign it to my child.

_____ Withdraw if from all students as well as from my child.

_____ Other _____

Signature of the party requesting reconsideration of
instructional material

Date