

660 SCHOOL LIBRARY SELECTION/DESELECTION PROCESS

1. PURPOSE

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

2. 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.

3. 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:
 - i. To provide materials that will enrich and support the curriculum, taking into consideration the varied interests, and maturity levels of the pupils served.
 - ii. To provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards.
 - iii. To provide background of information which will enable pupils to make intelligent judgments in their daily life.
 - iv. To provide materials representative of the many religious, racial and cultural groups and their contributions to our American heritage.
 - v. 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 based on:
 - i. Overall purpose
 - ii. Timeliness or permanence (i.e. – to match the curriculum cycle)
 - iii. Importance of the subject matter
 - iv. Quality of writing/production
 - v. Readability and popular appeal
 - vi. Authoritativeness
 - vii. Reputation of the publisher/producer
 - viii. Reputation of significance of the author/artist/composer/producer.
 - ix. Format and price

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

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- 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 in consultation with the building principal if needed.

4. 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:
 - i. Are no longer needed to support the curriculum or student or faculty interests
 - ii. Are superseded by more current information
 - iii. Are in poor physical condition
 - iv. Are outdated in content, use, or accuracy
 - v. Contain obsolete subject matter

- vi. Contain inaccurate information
 - vii. Duplicate information that is no longer in heavy demand
 - viii. Have low circulation statistics
 - ix. MUSTY (acronym to determine weeding)
- e. 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.

5. RECONSIDERATION OF LIBRARY MATERIAL

- a. Presentation
 - i. All challenges will be presented in writing to the building principal in which the questioned material is housed. Only faculty, school board members, 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)
- b. Procedure
 - i. 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.
 - ii. In cases of severe challenge one member of the School Board and the Superintendent may serve as additions to the evaluation committee.
- c. Appeal
 - i. 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.

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Form 660F - Reconsideration of Library Material Form

Name:
Address:
City:
State:
Zip Code:
Date:
Cell Phone Number:
Email Address:

1. Are you here on your own behalf or are you representing others as well? If you represent others, please list them.
2. What material are you proposing for reconsideration? Please be specific.
3. Why are you proposing this material for reconsideration?
4. To what extent have you reviewed the material?
5. What concerns you about the material? Please be specific and provide examples.
6. Are you aware of any professional reviews or opinions on this material relating to its value as a k-12 public school library resource?
7. Why do you think this material was chosen for the library?
8. What action are you asking the committee to take regarding this material?
____ Do not display/highlight the material.
____ Make the material unavailable to your child.
____ Make the material available only to students of a certain age.
____ Remove the material entirely.

Comments:

Signature