

## **INSTRUCTION**

### Selection of School Library Media Materials

#### **INTRODUCTION**

The Coventry Board of Education is responsible for all matters relating to the operation of Coventry Schools, including the library media centers. Except where such documents conflict with state and/or federal law the school board subscribes to the American Library Association's Library Bill of Rights, the American Association of School Librarians Access to Resources and Services Policy, the Association for Educational Communications and Technology's Statement of Intellectual Freedom, and the State of Connecticut Academic Freedom Policy.

#### **PURPOSE**

The purpose of the School Library Media Materials Selection Policy is to guide the media center staff of the schools in the selection of materials, to inform the staff and parents of Coventry Public Schools on the principles guiding the development of our collections through the purchase of new materials, the repair and upkeep of current materials, and the weeding of material that is outdated, worn or not longer used.

#### **MISSION STATEMENT**

The primary objective of the schools' educational library media centers is to implement, enrich and support the educational program of the schools. The centers endeavor to provide a wide range of materials on all levels of difficulty, with diversity of appeal and presentation of different points of view.

The Coventry Board of Education asserts that the responsibility of the library media centers is to attempt to:

1. Provide materials that will enrich and support the curriculum, taking into consideration the varied interest, abilities and maturity levels of the pupils served.
2. Provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values and ethical standards.
3. Provide a background of information that will enable pupils to make intelligent judgments in their daily lives.
4. Provide materials representative of the many religious, ethnic and cultural groups and their contribution to our American heritage.
5. 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 media center.

#### **STATEMENT OF GENERAL CRITERIA FOR COLLECTION DEVELOPMENT**

The needs of the individual school, based on the knowledge of the curriculum, teacher and student needs, and of the existing collection are given first consideration in the purchase of materials.

Materials for purchase are considered on the basis of:

- a. Authoritativeness of the author
- b. Duplication of materials in high demand
- c. Local interest
- d. Price and availability of funds
- e. Readability and popularity
- f. Quality of writing or production
- g. Reputation of the author
- h. Timeliness, reflecting new areas of knowledge or changing condition of the contemporary scene.

Materials will be selected by the media specialist and/or those who will evaluate the existing collection, who may consult principals, supervisors, teachers, pupils, parents and community members. The responsibility for coordinating the selection of library media material rests with the media center personnel.

**PROCEDURES FOR SELECTION**

The selection of materials to be purchased for the library media center will be determined by the media center personnel evaluating the existing collection and consulting:

- a. Reputable, unbiased, professionally prepared selection aids including book lists, special bibliographies, current reviewing media, etc.
- b. Subject specialists and other educators at all grade levels.
- c. Media or curriculum committees, where they may exist, which serve in an advisory capacity in the selection of materials.

**SPECIFIC AREAS**

In specific areas, library media personnel follow procedures such as the following;

- 1. Gift materials are judged by basic selection standards, and are accepted or rejected by the standards.
- 2. Worn or missing items are replaced systematically.
- 3. Out-of-date materials no longer useful are withdrawn from the collection according to the Coventry Public Schools Media Center Withdrawn Materials Policy.

**ADOPTED**   9/14/00  

**REVISED** \_\_\_\_\_