

SELECTION OF
LIBRARY MATERIALS

All library materials in the Spring Branch Independent School District shall be selected in alignment with the objectives in EFB (LOCAL).

PROCESS FOR
SELECTION OF
LIBRARY BOOKS

Professional staff identifying library books for student, self-selected, independent reading shall:

Prior to Procurement

1. Review policy EF (LEGAL), EFB (LOCAL), and EFB (REGULATION) in addition to CQ (LEGAL) which provides guidance regarding electronic resources.
2. Gather formal and informal recommendations from administrators, teachers, parents, students, and community members as appropriate [EFB (LOCAL)].
3. Examine reviews from online collection development tools, such as Titlewave and Mackin, that gather reviews from reputable professional journals. Examination of reviews should be guided by criteria such as, but not limited to, the following:
 - a. Confirm age appropriateness for the grade or interest level.
 - i. Elementary school appropriateness is for grades PK-5. Books for which the majority of reviews show a grade range interest level beginning higher than grade 5 (for example, grades 6-8) would require further review.
 - ii. Middle school appropriateness is for grades 6-8. Books for which the majority of reviews show a grade range interest level beginning higher than grade 8 (for example, grades 9-12) would require further review.
 - iii. High school appropriateness is for grades 9-12. Books for which the majority of reviews show a grade range interest level of adult (or no specific grade range) would require further review.
 - b. Determine if the book meets other criteria such as readability, physical format, and relevance.
4. Meet with the campus principal to inform him/her of the plan to order and to share the book list.

Procurement

After it is determined that a book meets the selection criteria, an order may be placed. District processes for purchasing approval shall be followed per CH(LOCAL).

BOOKS THAT DO NOT
MEET SELECTION
CRITERIA

If a book does not meet the selection criteria but is believed to still be a good addition for consideration, it shall be referred for review with the District Selection Committee.

DISTRICT SELECTION COMMITTEE	<p>If a campus selection is in question during the procurement process, the book shall be referred to a District Selection Committee (DSC) for discussion and decision.</p> <ol style="list-style-type: none">1. A minimum of 3 librarian representatives form a DSC.2. The DSC shall review any books in question for the purpose of making a purchasing decision, aligned with policy EFB (LOCAL).3. The DSC shall decide if, upon delivery, the book should be read in its entirety to confirm appropriateness before inclusion in a campus library. If any one member believes the book should be read before inclusion, then that shall be the action of the DSC.
LOCAL CAMPUS REVIEW	<p>Upon receipt of each book order, the campus librarian or designee shall confirm contents match the invoice and, if any “back fills”, free additions, or donations were included, those books shall be evaluated to confirm favorable reviews and all other criteria set forth in this regulation.</p> <p>Prior to shelving, graphic novels shall be reviewed in their entirety by a professional staff member to confirm alignment with EFB (LOCAL) selection criteria.</p>
OPPORTUNITY FOR PARENT PREVIEW	<p>In recognizing that parents hold an essential role in the education of their children and have the right to guide what their children read, each library shall offer a “Parent Preview” at least ten business days before books are to be placed on the shelves. Campuses shall provide information to parents about when and how this will occur.</p>
PARENT PERMISSIONS	<p>Parents have access to view library books currently checked out by their child through the district’s library management system.</p> <p>Parents may submit a written request to the campus librarian in order to restrict a book for their own child’s access.</p> <p>Inter-Library-Loan (ILL) checkout options are provided for students who wish to borrow a book from a different campus. This may include books at higher or lower grade levels. Parents who do not wish for their child to have this access shall submit a written request to the campus librarian.</p>
PARENT PERMISSION FOR RESTRICTED ACCESS BOOKS	<p>If it is determined that a book will be available to students only through restricted access, the book shall be placed in a visible location behind the circulation counter. Restricted access books are available to students upon request if allowable by the parent.</p> <p>If a parent wants their child to check out books labeled as restricted access, they should indicate this preference on the annual registration paperwork or by notifying the campus librarian, in writing.</p>
BOOK FAIRS	<p>Book fair opportunities are in partnership with external vendors and may contain a variety of books for a campus to place on display. School librarians shall use discretion on the displays of book fairs to stay in alignment with age appropriateness selection criteria. Students are not required to purchase books at book fairs.</p>

AUTHOR VISITS Author visit opportunities are often in partnership with external vendors or organizations. Campuses who choose to offer an author visit shall ensure that each student and their parent is provided with information about the author and the author's book(s) along with the option to opt-out at least one week prior to the visit.

GRANTS AND DONATIONS OF BOOKS Gifts of instructional resources shall be evaluated and accepted or rejected according to the criteria listed in this regulation and EFB (LOCAL). Grant purchases of books shall also follow the same selection criteria as library books.

LIBRARY STANDARDS FOR INVENTORY MANAGEMENT School libraries shall be operated in compliance with Texas Education Code 33.021, Library Standards. School libraries shall be in compliance with the minimum 12,000 books per campus in accordance with Standard III, Principle 1 of TEA Code 33.021.

An inventory of each school's collection of library books shall be taken every other year to ensure that the school is operating at the minimum standard.

1. The inventory count shall not include the following:

- a. Paperbacks that are not or will not be processed*.
- b. More than five copies of the same title.

2. The book collection inventory shall account for:

- a. Hardcover books.
- b. Processed paperbacks.
- c. Reference materials.

*Characteristics of a processed book are catalogued and entered into the computer

LIBRARY WEEDING

Portions of the campus library book collection shall be "weeded" annually. Libraries shall use the criteria and processes described in the CREW Method, 1980. Materials that fail to support the objectives of the library program shall be weeded according to accepted professional practices as described in the publication, *Evaluating and Weeding Collections – The CREW Method* by Joseph P. Segal, 1980.

General weeding considerations, as defined in the CREW Method (Continuous Review, Evaluation, and Weeding), include the following:

- The book had little to no circulation in the past 3 years (1 year for graphic novels).
- The book is unfit for circulation due to its condition.
- The book is misleading or factually inaccurate.
- The book was superseded by a new edition or a more relevant book on the subject.
- There is a need to reevaluate the literary or scientific merit.
- The book is irrelevant to the needs and interests of the library's community

INSTRUCTIONAL RESOURCES, LIBRARY MATERIALS

While the CREW Method may be used as a guide in making weeding decisions, guidelines can and should be adjusted to meet the needs of a specific library. The librarian shall review the items carefully to determine if they are still useful or would benefit from re-cataloging to a more appropriate location.

LOST BOOKS

A record shall be maintained of the books lost during a 2-year period in the event that the book is found and/or recovered.

SUMMARY OF
WEEDED AND LOST
MATERIALS

Summaries of weeded and lost materials shall be provided to the Director of Library & Media annually.

DISPOSAL

Items for disposal shall be stamped "DISCARD" and all school or district identifying information must be marked through and/or removed.

As long as a book was not weeded due to inaccurate information, schools may offer weeded books to students and staff after the items have been stamped DISCARD and school/district-identifying information has been marked through.

Once students and staff have had an opportunity to select from discards, the school may offer remaining books to local nonprofits for educational use.

For any remaining books, schools shall annually ship weeded library materials to the central warehouse for disposal. The outside of all containers will be marked "Surplus for Auction".

AUDIO/VISUAL
STANDARDS

The number of audio/visual materials shall be included in the number of minimum items a library should have as stated above. AV software consists of computer software, games, kits, maps, specimens, teaching models, electronic books, MP3 books recordings, and video recordings and the like

DEFINITIONS FOR
AUDIO/VISUAL
INVENTORY

Audio/Visual inventory includes single items purchased separately with one purpose or concept. A set is two or more items of the same medium packaged together and intended to be used together. A set counts as one item in its particular category.

A kit is two or more types of media purchased and intended to be used together. Kit example: One Shakespeare set with four audio recordings covering four different works would be counted as one kit. It is packaged together, bought together, and intended to teach concepts related to works of Shakespeare.

Games include commercially-produced games, including puzzles. Count only complete items, not parts of games or incomplete puzzles.

Count video recordings individually, unless multiple DVDs combine to make up one set, two-part tapes count as one item. This category includes DVD video recordings.

AUDIO/VISUAL
WEEDING

The weeding and disposal of audio/visual materials should be the same as books. Schools shall annually ship weeded audio/visual materials to the central warehouse for disposal. The outside of all containers

shall be marked "Surplus for Auction".

LOST AUDIO/VISUAL
MATERIALS

A record for any lost audio/visual material shall be maintained for two years before being purged.