

## INSTRUCTION

### Library Media Centers: Selection of Materials

#### School Library Collections

Library media specialists follow guidelines to develop and maintain school library collections to meet the various needs of students based on the VBCPS Graduate Profile. Library materials are available for voluntary inquiry, based on student choice and are not necessarily approved for classroom instruction.

#### A. Responsibility for Selection

##### A. Collection Objectives

1. To encourage and support the development of literacy skills for success in school and life by providing informational and recreational reading, viewing or listing materials.
2. To support and enrich the Virginia Beach City Public Schools curriculum and the Virginia Standards of Learning.
3. To meet the needs of students and faculty, taking into consideration diverse interests, abilities, backgrounds, reading levels, maturity levels, home languages, and students' extracurricular interests.
4. To ensure that every student is able to find materials in their library with which they can connect, though every item in the collection may not connect with every student.

~~While the selection of materials involves many people, including library media specialists, teachers, students, supervisors and administrators, the final responsibility for coordinating and recommending the selection and purchase of library materials rests with the professional library media personnel.~~

#### B. Criteria for Selection and Evaluation of Materials

##### B. Selection of Materials

~~The needs of each individual school, based on knowledge of the curriculum and of the existing collection, are given first consideration when materials are being evaluated for selection.~~

1. The selection of materials involves input from many people, including school staff and students. However, the responsibility for selecting and purchasing library material rests with the professional library media specialists(s), with final approval by the school principal or designee.
2. School library media specialists are trained to make materials acquisition decisions by analyzing the current collection, identifying needs, and consulting professionally prepared selection aids.
3. Library media specialists may only select items for inclusion in the collection after identifying at least two favorable reviews about the items, written by trained

library professionals and featured in recognized library journals such as *Booklist*, *School Library Journal* or others. When reviews are not available, the library media specialist must personally review and evaluate the materials prior to adding them to the collection.

4. Selection criteria for purchased or donated materials:

~~Materials, whether purchased or donated, should be evaluated according to the following criteria:~~

~~1. Suitability of subject and style for intended audience~~

~~2. Suitability of format (physical form)~~

~~3. Timeliness~~

~~4. Accuracy of content~~

~~5. Relationship to already existing material on the subject~~

~~1. Attention to critiques and reviews~~

~~i. Incorporate accurate and authentic factual content from authoritative sources~~

~~ii. Exhibit a high degree of potential user appeal and interest~~

~~iii. Represent different viewpoints on controversial issues~~

~~iv. Provide a global perspective and promote diversity by including materials by authors and illustrators of various cultures~~

~~v. Include a variety of resources in physical and virtual formats~~

~~vi. Demonstrate physical format, appearance, and durability suitable to their intended use~~

~~vii. Be appropriate for the ages, ability levels, learning styles, and social, emotional, and intellectual development of the students~~

~~viii. Lack racial, sex, and gender bias and stereotypes~~

~~ix. Balance cost with need~~

**~~C. Procedures for Selection~~**

~~C. Discard of Materials~~

~~1. Library media specialists analyze the entire collection at least once per year to determine those materials which no longer meet the selection criteria.~~

~~2. Established procedures for the withdrawal and disposal of library materials may be found in the *Library Handbook for Virginia Beach City Public Schools*.~~

~~In selecting materials for school media programs, the library media specialist will evaluate the existing collection, assess curricular needs, examine materials, and consult reputable professionally prepared selection aids. Recommendations for acquisition will be solicited from faculty and students.~~

Approved by Superintendent: October 19, 1993