

# Library Media Center Selection Policy for Steeplechase Elementary School

## **Mission Statement**

The Steeplechase Elementary School Library Media Center promotes learning for all students by teaching information literacy skills at all grade levels, encouraging students to become lifelong readers and learners, and providing equitable access to information representative of the diversity of our school population.

## ***Objectives***

1. To support and enrich the curriculum in our school to meet the needs of our students and faculty.
2. To provide materials at varying levels of difficulty and in various formats.
3. To create a culture of respect and representation.
4. To promote quality learning experiences that prepare students for life beyond our school building.
5. To make reading and learning enjoyable for everyone.

## **Support for Intellectual Freedom**

The Steeplechase Elementary Library Media Center fully supports the First Amendment of the Bill of Rights, the American Library Association's Library Bill of Rights, and the concept of intellectual freedom. Our school media center does not support any one idea, philosophy, or perspective. Using the terms described in this Selection Policy, every effort is made to include items in our collection that are age appropriate for students. Every individual has the right to seek information from all points of view without restriction. The responsibility for the individual choice of reading materials by minors rests with the parent or legal guardian.

## **Responsibility for Selection**

The primary responsibility for library collection development and maintenance is given to the library media specialist under the direction of the principal and the site-based decision making council. Recommendations and requests by library patrons (administrators, teachers, students, and parents) are always accepted. Decisions regarding the acquisition of these materials will be determined by the selection criteria listed below.

## **Selection Procedures**

The school library media program includes a well-developed collection of material in a variety of formats that support the school curriculum and are suited to user needs and interests. The materials reflect an up-to-date collection of resources that appeal to differences in age, gender, ethnicity, reading abilities, interests, emotional and information needs; as well as provides and protects intellectual access to information and ideas and ensures that the collection meets the needs of the school curriculum. The Library Media Specialist will consult respected review sources such as professional journals, bibliographies from curricular materials, and attend professional development activities to stay current on literature and curricular materials. Recommendations from library patrons (administrators, teachers, students, and parents) will be taken into consideration and purchased when possible.

## ***Selection Criteria***

- Support and enrich the curriculum and/or students' personal interests and learning
- Meet high standards in literary, artistic, and aesthetic quality

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- Be appropriate for the emotional development, ability level, and learning styles of the students at Steeplechase Elementary
- Incorporate accurate and authentic factual content from authoritative sources
- Earn favorable reviews and/or recommendations by professional personnel which includes but is not limited to professional journals, bibliographies from curricular materials, inclusion in other library collections, and the professional opinion of the library media specialist
- Exhibit a high degree of potential user appeal and interest
- Represent differing viewpoints and provide a global perspective promoting diversity
- Demonstrate physical format, appearance, and durability suitable to their intended use
- Balance cost with need

### Gifts and Donations

Gifts and donations to the school library are accepted with the understanding that the decision for use and disposition of the materials and/or funds will be determined using the same selection criteria as purchased materials. Once donated, all materials become the property of Steeplechase Elementary. All materials should support the curriculum and needs of library users. Gifts and donations, like purchased resources, will be removed from the collection at the end of their useful life.

### Collection Maintenance and Weeding

Weeding provides a means for disposing of, repairing, and replacing worn and outdated materials in the collection. Replacing old and worn materials with newer materials enables the media center to provide current and accurate resources. Weeding also allows for a balanced and up-to-date collection, which ensures the reputation of the media center for providing reliable information. The library media specialist will further determine the quality of the existing collection and the needs of future acquisitions by conducting a regular collection analysis using the automated catalog and Follett's Title Wise program. This analysis will expedite the selection of future inclusions in the library's collection.

#### *Weeding Criteria*

- Poor physical condition or quality
- Outdated or no longer relevant
- Contain inaccurate information
- Superseded by a better book on the subject
- Not been checked out of the library in several years

### Reconsideration

SBDM Policy "Materials Reconsideration Policy for Steeplechase Elementary School" dictates the process for the reconsideration of materials in our library collection. Individuals wishing to formally request materials for reconsideration should refer to this policy.

### **POLICY EVALUATION**

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We will evaluate the effectiveness of this policy through our school improvement planning process.

Date Adopted: 5/1/2023

Date(s) Reviewed or Revised: