

LIBRARY MEDIA MATERIALS SELECTION AND ADOPTION

Responsibilities for Selection of Library Media Materials

The Board of Education is legally responsible for the adoption of instructional materials, including library media materials. The Board delegates to professional personnel the responsibility for final recommendation of materials evaluated, selected and withdrawn.

The certified staff at district Media Services is responsible for preparing selected lists of books recommended for elementary schools to be used as guides in the purchase of materials. The building principal, working with the library media clerk, makes the final selection according to the needs of the individual school.

At the secondary level, the certified library media specialist is responsible for recommending materials for purchase. The library media specialist works with classroom teachers and the building principal in selecting the materials.

Selection and Evaluation Criteria

Print and non-print materials will be evaluated by the following criteria as they apply.

Contents of materials shall:

1. Support and be consistent with the general educational goals of the district as well as the objectives of specific courses.
2. Be appropriate for the subject area and for the diverse ages, emotional development, interests, and ability level and social development of students.
3. Provide timely and meaningful resources to meet the information and learning needs of students and teachers.
4. Reflect the highest quality possible in terms of authenticity, style and scope of work.
5. Be free of stereotypes and include the contributions made to our civilization by minority and ethnic groups.
6. Stimulate student curiosity and creativity.
7. Represent a variety of viewpoints that encourage the development of critical thinking skills.

In addition, materials shall:

1. Have adequate documentation, including indexes, bibliographies and glossaries and/or manuals and guides.
2. Exhibit quality materials and workmanship suitable for their intended use.
3. Provide good value for district money.

Selection Process

As part of the selection process, library media personnel will evaluate the existing collection and assess curricular and user needs.

1. Reputable, professionally prepared selection tools from the American Library Association and other educational review sources will be used in the selection of materials.
2. Recommendations for purchase will be solicited from school personnel and students.

3. To insure quality in content and technical aspects, all non-print materials will be previewed before purchase.
4. The school library media program accepts gifts, which meet regular selection criteria.

Withdrawal Process

Collection evaluation is an ongoing process, which includes the removal of materials that no longer meet the needs of users or support the curriculum. To provide students and teachers with a usable collection, damaged materials are repaired, if possible, and outdated materials are removed.

It is the responsibility of the school principal or the principal's designee to determine which learning resources are worn out outdated or no longer meet student or curricular needs. Effort should be made by school staff to make unwanted materials available for use by students, parents or other schools.

For items that are being withdrawn, library media staff must remove all school identification and mark the item "discontinued." Unusable items must be boxed, sealed and sent to district Media Services.

Board policy regarding public complaints about instructional materials must be followed if the withdrawal of a specific item is in response to a request for removal.

Adopted prior to 1985
Revised August 17, 1988
Revised August 6, 1997

Legal ref: CRS 22-32-110(1)(r)

Cross ref: DN-R, School Properties Disposal Procedure
IJ, Instructional Materials/Resources
IJNC, Instructional Materials Centers/School Libraries
KEC, Public Complaints about the Curriculum or Instructional Materials