

**Action Planning Teams...Library Advisory Committee for Smith Estate  
NEWPORT SCHOOL DISTRICT LIBRARY MEDIA CENTERS MISSION STATEMENT**

The mission of the Newport School District's Library Media Centers is to be an effective communication hub, providing resources for reading, research, and information that is culturally and vocationally diverse, current, innovative, and relevant to the goals of the District and its adopted curricula.

**SMITH ESTATE FUND ADVISORY COMMITTEE LIBRARY MATERIAL SELECTIONS NEWPORT  
SCHOOL DISTRICT NEWPORT, WASHINGTON**

**SELECTION OF LIBRARY MEDIA MATERIALS**

(Section III, subsection a, paragraph 3 of the Instructional Materials Selection policy of the Newport School District.)

Library resources are a special category of materials providing diversity in printed matter, videos, cassettes, CD ROMS, professional resources, etc. through the Library Media Center for use by students or faculty. Materials are selected to supplement, enrich, and support the instructional program of the District's schools.

The responsibility for selecting library resource materials is delegated to the principal or a library designees appointed by the principal. There will be a budget amount assigned to each building's library media center by the first of September of each ensuing school year. After developing the collection to an acceptable standard, the library technician will be responsible for assuring that a balanced collection is maintained without exceeding the budgeted amount. While library resource materials do not require item-by- item approval by the District's Instructional Materials Committee, the building principal is to be advised of the materials selected.

It is understood that the materials could be subject to reconsideration upon completion of a Request for Reconsideration of Instructional Materials.

**Rules for Proceeding**

**1.0 Membership**

**1.1** Membership of the Committee will consist of one teacher from each building, and one library technician from each building (K-4, 5-8, and high school), Additional members will include one building principal, and a representative of the County Library District. All will have a vote except for the county librarian.

**1.2** Members of the committee are requested to provide one month's notice prior to resignation. When an opening occurs, an announcement will be made and volunteers solicited at the next staff meeting for the building involved. Replacement members will be appointed by the committee from the resulting pool of volunteers. The replacement will represent the same building or media center as the previous member.

**1.3** Each member will choose an alternate member and be responsible for keeping the alternate updated with the minutes of each meeting and informed of decisions made by the committee, so that if the regular member is unable to attend a meeting, the alternate can attend instead. This will assure a quorum at every meeting. A quorum will be defined as any five voting members or their alternates.

## **2.0 Selection of Materials**

**2.1** Requests for materials from teachers, students, or parents will be given to the building committee representatives. The resulting list will be reviewed by the principal or his/her library designee who will check for suitability for the collection and availability. This recommended list will be presented to the Smith Committee, which will ascertain that all materials fall within the guidelines in the committee's selection policy. A simple majority of the committee members in attendance will recommend the materials for purchase. A purchase order will be attached and sent to the superintendent for approval. Ordering will take place within a week after approval.

**2.2** Additional materials may be selected from reviews, previews, or from vendor literature at the discretion of the library representative. The same procedure must be followed as for teacher requests.

## **3.0 Changes to Rules**

**3.1** Rules and procedures may be changed by a simple majority of voting members at any meeting at which a quorum is present.

**3.2** In case of a tie, the county librarian will cast the deciding vote.

## **4.0 Time Table**

**4.1** The original order for the core collection was developed and presented by or before the end of May, 1995. Additional orders will be placed at least quarterly during each school year, according to the cash flow to be developed by the committee. Monthly orders are preferable, if possible.

## **5.0 Approval**

**5.1** The above rules were voted on and approved at the March 22, 1995 meeting of the Advisory Committee and updated periodically.

## **Acquisition of Materials**

Having considered the opinion of the office of the Attorney General of the State of Washington and having read the portion of the will of Mr. Hubert Smith having to do with the endowment of the Newport School District's Library Media Centers and having considered the prevailing professional opinion of librarians in the State of Washington, the Smith Estate Library Advisory Committee has adopted the following policy for the acquisition of materials for the purpose of administering the Smith Estate Library Funds:

The acquisition of materials for the District's library media centers shall be committed to create a stimulating environment where groups or individuals can access various types of information resources. Collection acquisitions shall be informed by the curriculum, the Washington State Essential Academic Learning Requirements (EALRs), and the Washington State Frameworks. However, for the purpose of expending Smith Library Funds, collection acquisitions will not be defined to include live performances, salaries, equipment, or furnishings. All Smith Estate Library Fund purchases will be considered on an individual basis and approved only by the voting members of the committee at a regularly scheduled meeting where a quorum is present.

**Adoption Date:** May 22, 1995  
**Revised:** January 13, 2003  
 April 28, 2003  
 August 14, 2006  
 March 26, 2007  
**Reviewed:** March 14, 2011