

# Mountain Lakes School District

## Library Media Center Collection Development

### Selection, Deselection, and Reconsideration Criteria

#### School Library Collections

The **active** School Library Media Program of the Mountain Lakes School District provides all the schools with funding and resources to promote meaningful reading experiences, support the teaching of District and state standards, and enrich student learning. School Library Media Specialists curate collections that provide for the needs and interests of students and staff, taking into account their diverse interests, age levels, ability levels, learning styles, and emotional and social development levels.

We reaffirm the American Library Association's [Library Bill of Rights](#) and [interpretation for school libraries](#), which states:

“The school library plays a unique role in promoting, protecting, and educating about intellectual freedom. It serves as a point of voluntary access to information and ideas and as a learning laboratory for students as they acquire critical thinking and problem-solving skills needed in a pluralistic society. Although the educational level and program of the school necessarily shape the resources and services of a school library, the principles of the American Library Association's Library Bill of Rights apply equally to all libraries, including school libraries. Under these principles, all students have equitable access to library facilities, resources, and instructional programs.”

#### Selection Criteria

The criteria for the selection of materials in our LMCs are dependent on the goals and curriculum objectives of the Mountain Lakes School District, the State of New Jersey, and National Content Area Standards. However, there are general criteria and best practices that certified Library Media Specialists will follow in selecting and maintaining materials:

General Criteria:

- Support and enrich the curriculum and/or students' personal interests and learning;
- Potential interest to students, including materials that reflect diverse religious, ethnic, and cultural backgrounds;
- Meet high standards in literary, artistic, and aesthetic quality; technical aspects; and physical format;
- Be appropriate for the subject area and for the age, emotional development, ability level, learning styles, and social, emotional, and intellectual development of the students for whom the materials are selected;
- Reputation and significance of author, producer, and publisher;
- Incorporate accurate, current, reliable, and authentic factual content from authoritative sources;
- Earn favorable reviews in standard reviewing sources and/or favorable recommendations based on preview and examination of materials by professional personnel;
- Exhibit a high degree of potential user appeal and interest;
- Represent differing viewpoints on controversial issues;
- Provide a global perspective and promote diversity by including materials by authors and illustrators of all cultures and backgrounds;

- Include a variety of resources in physical and virtual formats including print and non-print such as electronic and multimedia (including subscription databases and other online products, e-books, educational games, and other forms of emerging technologies);
- Demonstrate physical format, appearance, and durability suitable to their intended use;
- Requests and recommendations of faculty and students;
- Value compatible with a budget and/or need;
- Careful consideration to avoid personal bias and prejudice in selecting or not selecting materials;
- Support of second language learners;
- Support of students with special needs.
- Replacement of highly circulated or important library material deselected due to poor condition\* (see Deselection Guidelines).

Items that do not meet an acceptable combination of these criteria will not be purchased or otherwise added to the collection.

Material selection shall be a continuing process in which curricular requests from administrators, teachers, and students are taken into consideration. The library media specialist, as a trained professional, will evaluate the existing collection and the curriculum needs of the school and will be responsible for the final selection of materials.

The library media specialist shall consult, *but not be restricted to*, the following recommended list of reputable, unbiased, professionally prepared print and non-print selection aids when choosing materials for the school library.

1. Bibliographies (latest edition available, including supplements):
  - Children's Catalog
  - Guide to Reference Books for School Media Centers
  - Elementary/Junior High/Senior High School Library Catalog
  - Magazines for Young People
  - Other special bibliographies, many of which have been prepared by educational organizations for particular subject matters.
2. Current Reviewing Media:
  - The Book Report
  - Booklist and Subscription Books Bulletin
  - Horn Book
  - Junior Library Guild
  - Library Journal
  - Media and Methods
  - School Library Journal
  - Science Books & Films
  - VOYA
  - Wilson Library Bulletin
  - Any titles recommended by the [ALA's Review Resources](#)
  - Other professional magazines and current periodicals

## De-selection or Weeding

Material selection is an ongoing process that includes the removal of materials that no longer meet the selection criteria and the replacement of lost and worn materials still of educational value. Thus, books and other materials will be retained or withdrawn with the same care with which they are added. Materials no longer factually accurate or useful, works in little demand, and books in poor condition that do not warrant reordering will make space for new titles.

The process of de-selection (weeding) is an integral part of assessing the collection and therefore should be conducted only by a certified school library media specialist. It helps keep collections relevant, accurate, and useful; and it facilitates more effective use of space in the library media center.

Library media materials may be de-selected if they:

	Notes/Examples
<ul style="list-style-type: none"> <li>Are in poor physical condition (see Selection Criteria)</li> </ul>	Bindings, falling apart, missing pages, written in
<ul style="list-style-type: none"> <li>Have not been circulated or low circulation in the last three to five years;</li> </ul>	
<ul style="list-style-type: none"> <li>Are outdated in content, use, or accuracy;</li> </ul>	Copyright date should be considered. Some older material may be considered classic or may be of great historical value to the collection
<ul style="list-style-type: none"> <li>Are mediocre or poor in quality;</li> </ul>	As related to the content or physical quality
<ul style="list-style-type: none"> <li>Are inappropriate in reading level;</li> </ul>	Content and relatability
<ul style="list-style-type: none"> <li>Duplicate information or material that is no longer in heavy demand;</li> </ul>	Multiple copies or information that can be obtained elsewhere
<ul style="list-style-type: none"> <li>Are superseded by new or revised factual information;</li> </ul>	Particularly in the Sciences, Geography, History, and Technology
<ul style="list-style-type: none"> <li>Are outdated and unattractive in format, design, graphics, and illustrations;</li> </ul>	
<ul style="list-style-type: none"> <li>Contain information that is inaccessible due to a lack of table of contents, adequate indexing, and searching capabilities;</li> </ul>	Print and digital resources ie. databases, online tools, and services
<ul style="list-style-type: none"> <li>Inadequate funding;</li> </ul>	Digital resources ie. databases, online tools, and services
<ul style="list-style-type: none"> <li>Were not selected in accordance with approved selection criteria.</li> </ul>	

When practical, materials to be discarded will be offered to non-profit entities or charities. Otherwise, items will be disposed of properly.

Items that are recommended for retention include

- Classics, award winners
- School Publications
- Titles on current reading lists
- Out-of-print titles that are still useful
- Rare books
- Items of local or regional interest
- Works that form part of collections in which the Library has a particular strength

Although the final decision to withdraw materials from the library media collection is one which is made by the certified library media specialist, school faculty and the building principal may be invited to review the list of items marked for withdrawal and accompanying reasons. Withdrawn materials could be transferred to another school if needed, donated where appropriate, or discarded when necessary.

Here are the suggested weeding cycles for each Dewey level crossed checked with deselection criteria:

- ⇒ **000 General Works** – encyclopedias every five years, other materials no more than eight years.
- ⇒ **100 Philosophy & Psychology** – five to eight years.
- ⇒ **200 Religion** – keep current.
- ⇒ **300 Social Sciences** – replace almanacs every two years; keep political information current.
- ⇒ **400 Language** – check for wear and tear frequently.
- ⇒ **500 Natural Sciences & Math** – continuously update to make sure scientific information is current.
- ⇒ **600 Technology (Applied sciences)** – continuously update medical information as older information can be misleading or dangerous.
- ⇒ **700 Arts & Recreation** – keep until worn.
- ⇒ **800 Literature & Rhetoric** – keep until worn.
- ⇒ **900 Geography & History** – weed about every two years.
- ⇒ **Biography** – keep the most current or best-written titles.
- ⇒ **Fiction** – weed for multiple copies, keep those in the best shape and that have the most literary value; keep up on new titles
- ⇒ **Reference** – weed for currency and accuracy.

Discarded books should be stamped “DISCARD” and the barcode removed. The Media Specialist can offer these books to students, or teachers. Maintenance personnel will pick up discarded books when the Disposition Form is filled out and attach the list of books to be discarded.

## Donations

Any items donated or given to a school must also meet these criteria in order to be added to the school’s collection. Community members wishing to donate library materials should contact the library media staff.

## Reconsideration of Instructional and Resource Materials

The Mountain Lakes School District has established procedures to address challenges to selected instructional and resource materials. Any resident of Mountain Lakes or parent/guardian of a student enrolled in the Mountain Lakes School District may formally challenge an instructional and resource material. A separate form must be completed for each resource that is being challenged. The work in question will remain on library shelves and in circulation until a formal decision is made.

### Procedures for Formal Requests for Reconsideration

The District will establish an ***Instructional and Resource Material Reconsideration Committee*** within 7 working days of the receipt of the Request for Instructional and Resource Materials Reconsideration Form to address challenges of resources. Members of the ***Instructional and Resource Material Reconsideration Committee*** will include:

- Curriculum Supervisor
- Teacher
- School Media Specialist
- Board Member
- A lay person knowledgeable in the area of the work
- Principal of the school

#### ***Instructional and Resource Material Reconsideration Committee\* Procedures:***

***\*herein will be referred to as The Committee***

1. The Committee will meet to evaluate the complaint and review the challenged material. The standards used by the Committee in making their determination will be those set forth by Policy #2530.
2. The recommendation of the Committee will be determined by majority vote.
3. The Committee will report its findings and recommendations to the Superintendent.

Refer to District Regulation #9130 for Board action in response to the Committee's findings and recommendation.

**LINK TO [Request for Instructional and Resource Materials Reconsideration Form](#)**

#### **Resources Used**

[ML Policy 2530](#)

[ML Regulation 9130](#)

"Access to Resources and Services in the School Library: An Interpretation of the Library Bill of Rights",

American Library Association, May 29, 2007.

<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/accessresources> (Accessed September 11, 2022)

Document ID: 88ddfa6a-95d3-fbc4-b991-8bebb3f6468d

"Collection Maintenance and Weeding", American Library Association, December 25, 2017.

<http://www.ala.org/tools/challengesupport/selectionpolicytoolkit/weeding> (Accessed September 11, 2022) Document ID:

f235b4e9-57d0-4ae6-b6ed-03de64cfd54c

"Formal Reconsideration", American Library Association, December 25, 2017.

<http://www.ala.org/tools/challengesupport/selectionpolicytoolkit/formalreconsideration> (Accessed September 11, 2022) Document ID: 5e99c43d-e92d-41ae-a4fe-58801e68de07

"Library Bill of Rights", American Library Association, June 30, 2006.  
<http://www.ala.org/advocacy/intfreedom/librarybill> (Accessed September 11, 2022)  
Document ID: 669fd6a3-8939-3e54-7577-996a0a3f8952

"Review Resources", American Library Association, December 28, 2017.  
<http://www.ala.org/tools/challengesupport/selectionpolicytoolkit/reviewresources> (Accessed September 12, 2022)  
Document ID: 6f196d44-57ad-4a39-8baa-da357b01fd2f

"Sample Reconsideration Form", American Library Association, December 26, 2017.  
<http://www.ala.org/tools/challengesupport/selectionpolicytoolkit/sampleforms> (Accessed September 12, 2022). Document ID: 841f7590-aa5a-4359-9114-98727056f700

"Selection Criteria", American Library Association, December 19, 2017.  
<http://www.ala.org/tools/challengesupport/selectionpolicytoolkit/criteria> (Accessed September 11, 2022) Document ID: 1d1d3eaa-13fb-4edb-b34f-0ade0dd228e1

"Trends", American Library Association, August 8, 2014.  
<http://www.ala.org/tools/future/trends> (Accessed September 11, 2022)  
Document ID: 8fbf22e4-7906-19a4-3952-5e79077a9596

Yreka Union School District. "Policy for Selection and Reconsideration of Library Media Center Materials Yreka Unified School District Board-Approved 2018." *Yreka Union School District*, 2018, <https://www.yrekausd.net/>.