

Selection Process for School Library Materials

Collection Development Scope

School libraries are essential interactive, collaborative learning environments, ever evolving to provide safe, equitable physical and virtual access to ideas, information, emerging technologies and high-quality physical and virtual collections for the entire school community.

Library materials may be used to enhance instruction, for formal or informal teaching and learning purposes, and for voluntary inquiry or self-selected reading. Library materials may include printed and electronic library acquisitions and other ancillary or supplemental materials maintained in a campus library or online collection. Library collections should include materials that enrich and support required and supplemental curriculums. Collections should also provide materials of high interest to encourage student reading and learning for individual enjoyment.

Greenwich Public Schools is committed to providing a wide range of library materials for students, staff and faculty that support student achievement, and present varying levels of difficulty, diversity of appeal, and a variety of points of view.

Professionally trained Library Media Specialists at each school are responsible for the actual selection of books and materials for their school library collections.

Selection of School Library Materials

To ensure that quality materials are selected for use by students in our school libraries, the following process has been formulated as guidance for the Library Media Specialist in making selections.

Responsibility for Selection

- ❖ Library Media Specialists at each school are responsible for the selection of books and other materials for the Library.
- ❖ Material selections will be made based on objectives for selection outlined below and the use of professional evaluation tools. In addition, Library Media Specialists may seek input from teachers, students, other Library Media Specialists, and administrators.
- ❖ Gifts or donated materials shall be measured against the same criteria as purchased materials.

Objectives for Selection

- ❖ The Library Media Specialist will regularly analyze and evaluate the collection to keep it current, reflective and supportive of curriculum, and enticing to its users.
- ❖ In selecting school library materials, the Library Media Specialist will focus on the curriculum needs of their school and provide materials that enrich and support that curriculum, provide materials for formal or informal instructional purposes, and for voluntary inquiry or self-selected reading, taking into consideration the interests, abilities and maturity levels of the students.
- ❖ Criteria to consider in making selections may include any of the following:
 - Educational significance
 - Contribution the subject matter makes to the curriculum and the interests of the students
 - Favorable reviews found in standard selection sources

- Favorable recommendations based on preview and examination by professional personnel
 - Reputation and significance of author, publisher or producer
 - Validity, currency and appropriateness of material
 - Contribution the material makes to the breadth of representative viewpoints on controversial issues
 - High degree of potential user appeal
 - Quality and variety of format
 - Value commensurate with cost
 - Timeliness or permanence
 - Integrity
- ❖ Materials should be selected which will stimulate exploration and growth of knowledge, appreciation of literature, or aesthetic values.
 - ❖ Materials selected should contribute to the overall balance of the collection in presenting multiple viewpoints related to controversial issues to foster critical thinking skills and encourage discussion based on rational analysis (Board Policy 6144).
 - ❖ Materials selected may clarify historical and contemporary perspectives by presenting unbiased tension and conflict, and by placing emphasis on recognizing and understanding diverse social problems, including primary source materials written by controversial historical and contemporary figures.
 - ❖ The collection should provide a wide range of background information that will enable students to better understand their world and give them context to issues, ideas and events.
 - ❖ The collection should represent a diversity of religious, ethnic, racial, and cultural groups, and their contributions to their heritage and the global community.
 - ❖ The collection should represent diverse viewpoints and cultures appropriate to and representative of student populations.

Maintenance of Library Collections

School library collections shall be evaluated and updated on a regular basis based on the collections' age, relevance, diversity and variety. The building principal shall ensure that time is provided for the Library Media Specialist to regularly maintain the library collection at each school. Standard maintenance processes for any library collection include inventories and evaluation of needs for repair, replacement, and removal (weeding) as necessary. Disposal of damaged or outdated district materials shall be in accordance with district policy and procedures.

Gifts, Grants, and Memorials

- ❖ Gifts, grants of materials, or donated materials shall be measured against the same criteria as purchased materials.
- ❖ Materials will be accepted with the understanding that, if not suitable, they will be donated or disposed of at the discretion of the Library Media Specialist.

- ❖ Monetary donations, in accordance with district policy, may be given so that the Library Media Specialist can select materials appropriate to the school's collection.
- ❖ A bookplate may be placed in the front of the material to recognize the giver if the donor desires.

Selection Tools

Commonly consulted professional resources include but not limited to:

- ❖ [School Library Journal](#)
- ❖ [Booklist](#)
- ❖ [Horn Book](#)
- ❖ [Publisher's Weekly](#)
- ❖ [Bulletin of the Center for Children's Books](#)
- ❖ [Kirkus Reviews](#)
- ❖ Wilson's
- ❖ ALA and other relevant awards for literature and technology information sources
- ❖ Periodicals (major newspapers or magazines, e.g. *Wall Street Journal*, *New York Times*, *Time Magazine*, etc)
- ❖ Follett Collection Development Resources
- ❖ Common Sense Media