

HOLBROOK PUBLIC SCHOOLS
Library Materials Selection

Develop and implement formal procedures/protocols for the selection and removal of print and non-print resources in the library.

The Holbrook Jr. Sr. High School Library Media Center recognizes and supports the standards of the American Library Association's in the *Library Bill of Rights*, (Appendix A) and in their position on Intellectual Freedom.

"Intellectual freedom is the right of every individual to both seek and receive information from all points of view without restriction. It provides for free access to all expressions of ideas through which any and all sides of a question, cause or movement may be explored." ~**American Library Association**

I. Print Materials

Print materials account for the majority of the collection in the media center. These include:

1. **Fiction-** Contemporary young adult literature, award winning classics, curriculum related literature and MCAS recommended works comprise the fiction section.
2. **Nonfiction-** Myths, fables, folk tales, fairy tales, legends, drama, poetry, informational books, biographies and autobiographies comprise the nonfiction section.
3. **Periodicals-** Magazines, journals and newspapers comprise the periodical section.
4. **Reference-** Encyclopedias, dictionaries, atlases, thesauri, and almanacs comprise the reference section.

The print collection is designed to provide the learning community with current and accurate sources of information that support and enrich the curriculum. Materials are also conducive to individual pursuits of information and recreational interests. The collection serves the varying instructional and maturity levels of the school population. Diverse perspectives are represented, allowing the learning community to acquire knowledge through a well-rounded presentation of information and ideas. This diversity provides the cornerstone of critical and analytical thinking.

In addition to its instructional value, the print collection strives to develop lifelong literary appreciation. Accomplished authors of the past and present are highlighted. Award-winning literature is featured.

Materials are added to the print collection based on the following criteria:

- Relevance to the curriculum
- Alignment with the Massachusetts Curriculum Frameworks
- Current and accurate information
- Student interest
- Student reading level and learning style
- Fair and accurate representation of multicultural issues
- Diverse perspectives that invite critical analysis
- Notoriety of the author
- Recognition/awards received by the author
- Favorable reviews in noted publications such as *School Library Journal*, *Booklist*, *Hornbook* and specialized tools in the arts and sciences (*Appraisal*)
- Materials considered essential to a Junior/Senior High School core collection
- Durability of materials

Selection of print materials will include input from administrators, teachers, and students. The responsibility of coordinating the selection of library materials and making recommendations for purchase rests with the professionally trained school librarian. Final approval and authority for distribution of funds rests with the building principal, subject to the approval of the Superintendent.

II. Gifts/Donations

Holbrook Jr. Sr. High School welcomes donated books from alumni, school families or other sources. All donations to the media center are reviewed by the school librarian. Those deemed appropriate are cataloged and incorporated into the collection. Donated books are accepted under the same criteria as print materials.

Donations not accepted into the collection may be:

- donated to the public library for their annual book sale
- donated to a nonprofit organization
- discarded at the discretion of the school librarian in consultation with the administration

The appraisal of a gift to the library for tax purposes is the responsibility of the donor since the donor will benefit from the donation.

III. Non-print Materials

Non-print material supports the print collection in the presentation of information and ideas. The non-print collection includes but is not limited to: sound recordings, videotapes, DVDs, CD-ROMs, audio books, kits, posters and online databases.

Non-print materials will be selected using the criteria for print resources. In addition, the following will be adhered to.

- All non-print materials purchased by the district will remain the official property of the district and will be housed in the library media center.
- All non-print materials will be subject to systematic and ongoing review with respect to quality, appropriateness, and contribution to curricular objectives.
- All non-print materials, including on-line services and/or licenses will be evaluated prior to use in instruction.
- Non-print materials, including educational software must have at least two favorable reviews published in either professional journals or formulated by other professional school librarians.
- The school librarian will consult collection tools for non-print resources that may include:

IV. Internet Site Selection

In order to provide learners with optimum accessibility to current information, use of the Internet and online sources are incorporated into the teaching and learning process and promoted in the library media center. Web sites are chosen to enrich educational experiences by the following criteria:

- Information presented is relevant to the curriculum
- A sizable and thorough body of information is available
- Information is accurate
- Content and vocabulary are appropriate for the intended audience
- Information is well presented in terms of grammar, spelling, punctuation, etc...
- Material is free of stereotyping
- Bias of the author toward the material is easily identifiable
- Author is notable in their field
- Author has received awards/recognition for their work in this field
- Page is attractive and appealing to its intended audience graphics enhance and enrich the content
- Sound and video enhance and enrich the content
- Page is quickly available through search engines
- Icons and links are clearly labeled and easily identifiable
- There is easy access back to the home page from all links
- Links are relevant and supportive of the original content

- Information from the site can be easily and economically replicated for student use outside the library

Internet sites used in conjunction with classroom instruction are previewed prior to use. However, due to the nature of the Internet and the rate at which sites can be altered, the media center accepts responsibility for a site on its original date of use. Sites altered after the original date of use, or links off the site that may have been altered after use in the classroom or media center are not the responsibility of the media center.

IV. Weeding/Deselection

In order to insure the highest possible quality of materials in the media center, books and non-print items are removed from the collection when they no longer meet the criteria for selection. Factors determining the removal of an item include:

- Condition
- Student interest
- Frequency of circulation
- Relevance to curriculum
- Accuracy of information and ideas
- Availability of information in updated formats
- Availability of information in more cost and space efficient formats

Additional consideration is given to the nonfiction portion of the collection:

General Reference:

Encyclopedias should be reviewed and considered for update within five years of publication. Almanacs may be kept for the same period of time or longer depending on their historical value. Periodicals should not be kept longer than two years. These may be placed in vertical storage files or used for art/collage purposes.

Philosophy and Psychology (100's)

Value of these materials is determined by use. Most unscholarly works are of little value after ten years. Materials need to be reviewed for outdated pictures, theories and concepts. A scholar in the field should be consulted.

Religion and Mythology (200's)

Shelf life for items in this area is approximately 10 years, except for areas of rapid development. Historical information may be kept longer depending on condition. Material should provide continuous coverage of diverse viewpoints.

Social Science (300's)

Books on folklore may need to be removed only because of poor physical condition. Custom and etiquette books should be consistent with current ideas. Career materials should be considered for discarding after five years since career preparation is in a continual state of development.

Language and Linguistics (400's)

Old grammar materials and foreign language sources should be examined for dated examples and illustrations. Dictionaries should be evaluated by foreign language teachers to insure current word usage and expressions are represented.

Pure Science (500's)

General materials in this area have a shelf life of ten years (general biology, chemistry, physics). Specific disciplines may need to be reviewed and materials removed more often. Many materials related to the environment are still appropriate after fifteen years, while an item about atoms or research may be inaccurate after two years. Basic works of historical significance may be kept indefinitely.

Applied Science and Technology (600's)

Materials on medicine, radio, television, electronics, automobiles, etc... become dated rapidly. Books on toys, clocks, cooking may be kept for longer periods of time as they often become collectibles and hold nostalgic interest to patrons. Many books may need to be removed because of physical condition or lack of circulation.

Literature (800's)

Works by local authors should be kept indefinitely. Literary works by authors, poets, playwrights, should be consistent with curriculum needs and patron interests.

History and Geography (900's)

Except for items that have become classics, geography and travel materials that are over ten years old should be considered for removal or replacement. Atlases and geographic material should not be kept for more than ten years.

Audiovisual Materials

Criteria for deselection of printed material also applies to audiovisuals as well. Damaged items, those with missing pieces, infrequently used and outdated materials, or material that no longer meets curricular objectives are considerations for replacement or discarding.

Fiction

Replacement of popular or worn items must be considered as need dictates. Rebinding of out-of-print items may be an option if they fill a specific curriculum need or reading interest. Frequency of circulation greatly influences the fiction collection.

VI. Reconsideration

Holbrook Jr. Sr. High School recognizes that occasionally materials may be challenged or questioned, despite the care taken in selecting them. A procedure for processing and responding to concerns of approved material has been established. The procedure shall include a signed statement and an appointed committee to reevaluate the material in question.

Procedures for Reconsideration of Materials:

1. Concerns regarding approved library materials are presented to the school librarian at a prearranged conference.
2. The material is discussed and possibly resolved. If the situation is not resolved during this time, the patron will be given a **Request For Reconsideration of Materials** form.
3. The patron will return the completed request to the school librarian, who will forward a copy to the school principal.
4. The school librarian and principal will appoint a committee to review the concern of the patron as expressed in the reconsideration form. The committee shall be composed of the principal, school librarian, a faculty member representing the grade level for which the material is intended, a faculty member from another grade level, and three other members of the school community. This may be a member of the Parent Organization or another parent interest group. The committee will meet within fifteen school days after the reconsideration form is considered.
5. The committee will review the concerns expressed and submit a written recommendation regarding the plan of action to be taken to the school principal and school librarian. This recommendation will be forwarded to the school principal and school librarian within five days.
6. After reviewing the committee's recommendation, the principal and school librarian will determine a course of action which may include:
 - *Removal of the material from the collection
 - *Restricted use of the material
 - *Circulation of the material with parental approval only
 - *Continued use of the material with unrestricted access
7. A letter explaining the decision shall be sent to all members of the review committee and the patron whose concerns were addressed within five days of receiving the committee's recommendation.

LEGAL REF.: 603 CMR 26:05

CROSS REF.: KEC, Public Complaints about the Curriculum or Instructional Materials

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