

APPENDIX "B"

Chelsea School District Media Center Guidelines

The Chelsea School District Media Centers provide a wide variety of resources to support and supplement each school's curriculum and fulfill the intellectual, educational, cultural, and recreational needs of our students. Items in CSD media center collections represent many experiences and points of view. Materials provided offer new opportunities for children and teens to expand their minds and experiences, and to develop skills necessary for the future. As a public institution, CSD Media Centers cannot discriminate based on origin, age, background, or views. CSD Media Centers have a responsibility to provide information for a wide variety of users, and children and teens have the right to find the information they choose.

Mission Statement

The Chelsea School District Media Centers promote communication, collaboration, creativity, and critical thinking by providing developmentally appropriate learning environments while supporting individual needs. The CSD Media Centers empower students by providing equity and freedom of access to information. They engage students' minds by expanding awareness about the use of information in a global world and by utilizing informational resources to develop critical thinking skills. The CSD Media Centers help students explore possibilities by providing collections of materials and resources within culturally open environments. By supplying books that challenge social norms and give voice to the voiceless, CSD Media Centers support students in becoming knowledgeable and compassionate citizens. Finally, the Chelsea School District Media Centers encourage lifelong learning and literacy while celebrating the joy of reading.

Media Center Resources Guidelines

I. Guidelines for Selection

The main objective of our selection procedure is to provide the students with a wide range of educational materials with differing levels of difficulty and in a variety of formats, allowing for the presentation of many different points of view.

The goal of the media center is to make available to faculty and students a collection of materials that will enrich and support the curriculum and meet the needs of the students and faculty served.

II. Objectives in Selection

In the case of materials in the media center, the goals may include meeting individual learning needs, interests, abilities, and learning styles, providing background materials to supplement classroom instruction, and providing a broad range of materials on controversial issues to help students develop critical analytical skills.

CSD Media Clerks/Specialists work closely with teachers to understand their needs for materials that will help extend the student's classroom experience and subject knowledge. Free choice books are a large part of each school's curriculum and include materials by authors and illustrators of all cultures and backgrounds to provide a global perspective.

III. Responsibility for Selection

Media Clerks/Specialists will work cooperatively with staff members to interpret and guide the application of the policy in making selections. CSD Media Clerks/Specialists do not select materials based on their personal beliefs. They select materials in keeping with the Media Center Resources Policy and the [Library Bill of Rights](#) (see Appendix A).

IV. Criteria for Selection

The following general criteria, as suggested by the [American Library Association](#), will be used as they apply:

- A. Support and enrich the curriculum and/or students' personal interests and learning
- B. Meet high standards in literary, artistic, and aesthetic quality; technical aspects; and physical format
- C. 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
- D. Incorporate accurate and authentic factual content from authoritative sources

- E. Earn favorable reviews in standard reviewing sources and/or favorable recommendations based on preview and examination of materials by professional personnel
- F. Exhibit a high degree of potential user appeal and interest
- G. Represent differing viewpoints on controversial issues
- H. Provide a global perspective by including materials by authors and illustrators of all cultures
- I. Include a variety of resources in physical and virtual formats including print and non-print, such as subscription databases at the high school
- J. Demonstrate physical format, appearance, and durability suitable to their intended use
- K. Be selective when accepting donations and ensure the materials align with the media center's policies.
- L. Balance cost with need

V. Procedures for Selection

- A. Materials for media centers are selected by the Media clerks/Specialists based on relevancy, diversity, reviews, reading age range, and the Criteria for Selection as outlined above, along with due regard to suggestions from the faculty, parents, and students. Final selection is made by the Media Clerks/Specialists of the school in which the center is housed. Professionally recognized reviewing periodicals, magazines, journals, and other selection aids are used by the Media Clerks and the faculty to guide them in their selection, with the top four recommended school media center reviewing sources being:
 - 1. [Association for Library Service to Children \(ALSC\) Notable Children's Books](#)
 - 2. [Booklist](#)
 - 3. School Library Journal (subscription)
 - 4. [Young Adult Library Services Association \(YALSA\) Best Books for Young Adults](#)
- B. The district subscribes in principle to the statements of policy on library philosophy as expressed in the American Library Association [Library Bill of Rights](#), a copy of which is included at the end of this document and made part of these guidelines.).
- C. Gift materials shall be judged by the criteria outlined and shall be accepted or rejected by those criteria.

- D. Selection is an ongoing process which should include the removal of materials no longer appropriate and the replacement of lost and worn materials still of educational value. See Section VI. Collection Management and Weeding.

VI. Collection Management and Weeding

- A. Collection management and weeding of non-fiction materials in the media centers is based on [CREW](#), a weeding method devised by the Texas State Library and Archives commission. This includes:

1. Collection Analysis - identifies outdated Dewey ranges (for deeper analysis) for targeting (see pages 61-80 for *CREW Guidelines by Dewey Class*)
2. MUSTIE individual books (see pages 57-59 for *The CREW Guidelines for Weeding Your Collection* and pages 81-82 for *CREW Guidelines for the Children's Collection*)
 - a) Misleading or factually inaccurate, outdated information, terminology, stereotypes
 - b) Ugly - unappealing cover, beyond mending, odor
 - c) Superseded by a new edition or better book on the subject
 - d) Trivial - no merit or entertainment value
 - e) Irrelevant to the needs and interests of the students or staff
 - f) Elsewhere - easily obtainable from another resource, especially true in the Google age

- B. Collection management and weeding of Fiction books is based upon the following as they apply:

1. Currency, which involves updating the average age of a collection
2. Relevancy - Books that have not circulated in a while are removed to increase the appeal of the collection and boost circulation.
- 3.

VII. Additional references:

[Why are these books in my library?](#)

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.