

HEB ISD School Libraries Selection Policy – Highlights

Updated July 2023



GENERAL CRITERIA OF EVALUATION AND SELECTION.

- Librarians should be guided in the selection of materials by personal examination, input from school stakeholders, reviews by other librarians, and by the use of standard reviewing tools.
- Materials selected should support all phases of the curriculum, and librarians should base decisions on knowledge of the curriculum and of the existing collection.
- Materials should represent various levels of understanding and experience.
- Materials should be appropriate for the subject area and for the age, emotional development, ability level, social development, and cultures/communities of the students that the library serves.
- Materials should be provided which present the contemporary world and varied ideas on controversial issues and social problems.
- Materials should be made available in a variety of formats to meet the needs of individual learners.

SELECTION CRITERIA GUIDE: PRINT AND NON-PRINT MATERIAL.

Based on the needs of your school's curriculum and students' interests and abilities the following criteria should be considered:

- Accuracy of information
- Attention from critics, reviewers, staff, and public
- Authority, skill, competence, reputation, and significance of the author
- Clarity, accuracy, logic, objectivity, and readability
- Contribution of work toward a balanced collection representing a broad range of perspectives and opinions, including extreme and/or minority points of view
- Insight into human and social conditions
- Personal and recreational needs of students
- Quality of the physical format
- Suitability of content and style for intended audience
- Value to the collection

Questions centered on the following four areas should also be addressed:

- Authenticity – free from bias, prejudice or misleading emphases
- Utilization – stimulate/maintain interest, useful for individuals and groups, developmentally appropriate
- Content – well organized, timely to curriculum or community needs, imaginative in presentation
- Technical – visuals well-produced and effectively used, principles of artistic balance and design observed

STANDARD SELECTION TOOLS.

Materials and equipment are evaluated prior to purchase by use of reliable evaluative selection tools and by firsthand examination whenever possible. Some of the most widely-used tools are listed below, but there are many others available.

A minimum of three positive reviews is recommended for purchasing; in instances where three positive reviews are unavailable, a personal review is acceptable.

- *Booklist*. American Library Association. Bimonthly. Covers print and non-print K-12.
- *Bulletin of the Center for Children's Books*. University of Illinois Press. Reviews by librarian, teachers, and subject specialists.
- *Horn Book Guide*. Horn Book. Reviews children's' and young adult hard cover trade books.
- *Kirkus Reviews*. Kirkus. Bimonthly. Fiction, nonfiction and children's' books.
- *New York Times Book Review*. New York, NY. Reviews by professional literary critics, novelists, academics and artists who work in other media or genres.
- *Publisher's Weekly*. PWxyz, Inc. Monthly. Fiction, nonfiction, children and adult titles. 9000+/year.

School Library Journal. R.R. Bowker. Reviews by librarians. Non-print reviews are included. • *Voya: A Voice of Youth Advocates*. Scarecrow Press. Reviews books and AV.