

# CCSD Library Materials Selection & Deselection Guidelines

updated 9/2019, 9/2021, and 11/2023

## CCSD Foundational Values Influencing Library Materials Selection Guidelines

### CCSD Vision Statement:

CCSD is a premier school system in which:

- every child is supported in and out of school
- every child succeeds academically
- every child graduates from high school prepared for employment in the modern workforce or credential completion or postsecondary degree
- every student, teacher, principal, and staff member is valued and respected with the opportunity to learn every day.

### CCSD Cultural Competency Policy [ACE](#)

Essential elements contributing to the district becoming more culturally proficient:

- Value diversity: claim differences
- Institutionalize cultural knowledge
- Adapt to diversity

### CCSD Instructional Resources and Materials Policy [IJ](#)

“The superintendent may not operate the school district so as to restrict academic freedom, the *student's right to read*, or reasonable competition of ideas within the classroom or as represented in library or media sources. Nor may the superintendent permit instructional materials which do not *reflect the multi-faceted character of American society* or present life in a true and realistic manner or which do not contain the contributions of minority groups to the development of the United States. Materials *may not be excluded because of race, nationality or political or religious views of the author or publisher.* “

### CCSD Academic Freedom Policy [IB](#)

The superintendent may not permit any practice under any of the following circumstances.

- which censors or restrains teachers from exercising full academic freedom
- which restricts a teacher's presenting fully, fairly and in an unbiased manner, the facts of all sides of a controversial issue within the context of a formal education or prevents a teacher from exposing students to current issues which are within their intellectual grasp
- which limits or controls students' judgment concerning any subject
- which fails to require teachers to consult with the administration on the propriety of planned discussion of controversial issues as appropriate to the subject being taught and student maturity

### CCSD School Libraries Mission Statement:

CCSD School Libraries provide equitable access to diverse, current, and relevant materials. We empower students to discover, create, and expand their understanding of the world in an open and welcoming environment. We support all school and community stakeholders through collaborating, teaching, and removing barriers to learning.

## **Purpose of Selection Guidelines:**

To support the vision of Charleston County School District and the mission of our School Libraries, we have selection guidelines that draw from the professional values and practices of the American Library Association and the American Association of School Librarians.

These guidelines exist to:

- Support students' right to read, but not privilege academic reading or personal reading over the other
- Promote student voice and choice, but not to make reading choices for students
- Create a broad and comprehensive collection, but not limit student access to high-quality materials
- Strengthen curriculum and student learning, but not narrow individual exploration or thinking
- Fight against censorship, but not promote any specific agenda or point of view

## **Person(s) Responsible:**

Final decisions about materials selection rest with the trained and certified school library professional(s) in each school using CCSD policies and current data about the individual school library collection. Input from the administration, students, teachers, parents, and the community are welcome as one part of the process.

## **Criteria for Materials Selection:**

CCSD School Libraries employ educational criteria to select resources unfettered by their personal, political, social, or religious views. Selections are not made on the basis of anticipated approval or disapproval. The merits of the entire work, its relationship to the total collection, and serving the needs and interests of ALL students will be the primary considerations during selection.

- Support and enrich the curriculum and/or students' personal interests and learning
- Exhibit a high degree of potential user appeal and interest
- Represent differing viewpoints on a variety of current and historical issues
- Provide a global perspective and promote diversity and inclusion with materials by authors and illustrators of all cultures and experiences
- Be appropriate for the subject area and for the general social, emotional, and intellectual development of the students for whom the materials are selected
- Incorporate accurate and authentic factual content from authoritative sources
- Earn favorable reviews in [professional reviewing sources](#) and/or favorable recommendations based on preview and examination of materials by professional personnel
- Meet high standards in literary, artistic, and aesthetic quality; technical aspects; and physical format
- Include a variety of resources in physical and digital formats and relevant languages
- Demonstrate physical format, appearance, and durability suitable to their intended use
- Balance cost with need

## Donations:

Any materials donated to a school library will undergo review by the librarian using the same criteria as other materials being selected. Materials that are in good condition but that don't currently meet the library collection needs may be shared with teachers to use for instruction, supplemental materials, and classroom libraries, or they may be shared with families and students to build their home libraries. Materials in poor condition or that do not otherwise meet the library materials selection criteria will not be shared with teachers, students, or families.

## Weeding/Deselection:

Librarians regularly evaluate their library collections. It is necessary to remove materials that no longer meet selection criteria, are aged, damaged, and/or contain inaccurate information or negative stereotypes. Librarians will also consider deselection for materials that don't support current standards and curriculum or don't match student interests. Materials, especially those with multiple copies, may be weeded due to a lack of circulation. Quality in a library collection is valued over quantity. Thoughtful and consistent weeding allows students and teachers to more easily find and use the high-quality books on the library shelves.

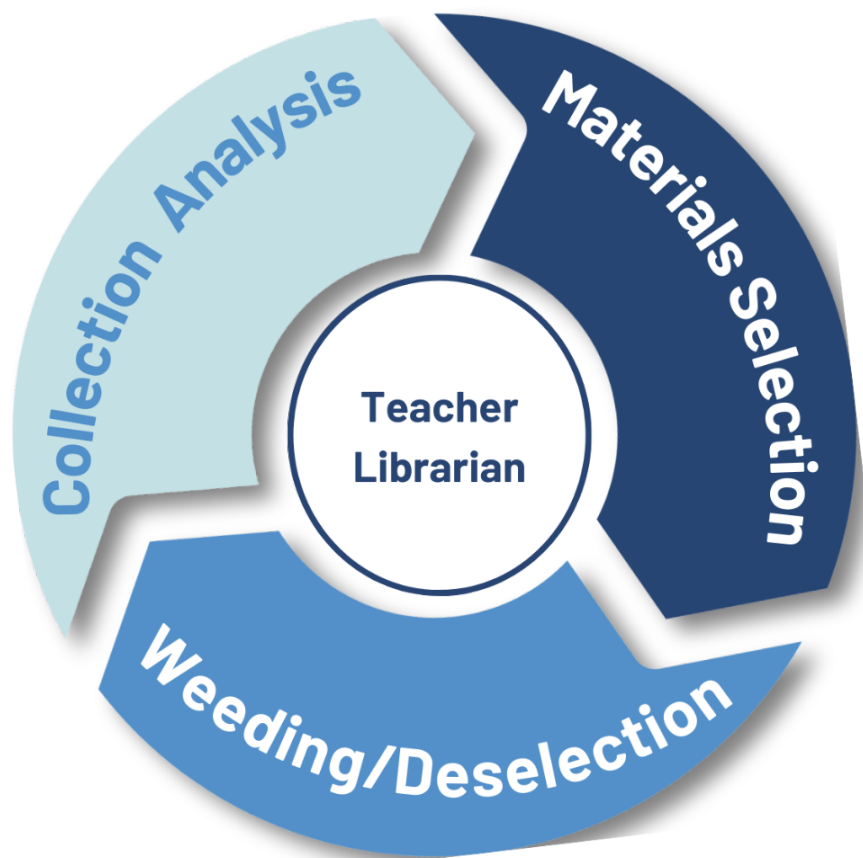
Items that are deselected are fully removed from the online catalog along with being physically removed from the library shelves. Depending on the reason for deselection and the condition of the materials, the following options are available:

Condition/Situation	1st option	2nd option	3rd option
Damaged or inaccurate/negative stereotypes	Warehouse- label boxes as Damaged	warehouse- label boxes as Damaged	Warehouse- label boxes as Damaged
Duplicates, lightly worn	teachers & students & families	other schools or community partners	warehouse
Little circulation, older copyright dates	community partners	students & families	warehouse

Books are never placed in the trash, even if they are damaged. If books are being shared with teachers, students, families, or community partners, all library stamps, markings, and barcodes must be removed or fully covered.

# Building & Maintaining School Library Collections

Selection, Acquisition, Weeding



## Collection Analysis

- state collection standards
- curriculum needs
- student interests
- community demographics
- current collection status
- available funding

## Weeding/Deselection

- damage
- inaccuracy/stereotypes
- excessive age
- dated/unappealing
- lack of use
- multiple copies

## Materials Selection

- age & developmental relevancy
- professional reviews
- work as a whole
- accuracy
- variety of perspectives & experiences

## **Additional Information:**

This policy was informed by the position statements of the American Library Association:

[Position Statement on Professional Review Sources](#)- SCASL October 2022

[ALA Selection Toolkit](#) (School Libraries section)

[The Library Bill of Rights](#)

[The Freedom to Read Statement](#)

[The Freedom to View Statement](#)

[Access to Library Resources and Services for Minors: An Interpretation of the Library Bill of Rights](#)

[Access to Resources and Services in the School Library: An Interpretation of the Library Bill of Rights](#)