

Selection of Library Materials Procedure

The selection of library materials is a professional task conducted by the library staff. The librarian shall plan the acquisition of new materials, as well as maintain the inventory of library materials, in collaboration with the building staff. Material requests from students and staff are also considered when ordering. This includes reviewing whether materials should be removed.

In selecting library materials, the librarian will consider whether the materials:

1. Fill a gap between the existing collection and the requests of students and staff;
2. Are integral to the instructional goals, curricular, extra-curricular programs, and independent reading of the students and staff of the school;
3. Are appropriate for the reading level, understanding, and abilities of students in the school;
4. Warrant inclusion in the collection because of literary, historical, or artistic value and merit;
5. Present information that is current and accurate;
6. Provide a fair and unbiased presentation of information representing varying viewpoints;
7. Represent material within the grade band of each school; and
8. Exclude obscene material as defined in I.C. §18-1514.

Weeding

Weeding is the removal of materials that have been deemed inappropriate or have become obsolete, out-dated, or worn out.

The librarian of each school shall be responsible for ensuring the library's collection is reviewed regularly.

Weeded material shall be disposed of through the inventory disposal process.

Gifts and Donations

Gift materials and donated books may be accepted in accordance with District policies and procedures. The librarian shall evaluate whether a donated item meets the criteria for acceptance and ensure it is added to the collection or discarded accordingly. Gifts and donations will be removed from the collection at the end of their useful life.

Procedure History:

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Revised on:

Reviewed:

