

**SELECTION OF
MEDIA CENTER
MATERIALS**

All media center materials in the Spring Branch Independent School District shall be selected in alignment with the objectives in EFB (LOCAL).

**PROCESS FOR
SELECTION OF
MEDIA CENTER
BOOKS**

Professional staff identifying materials for student, self-selected, independent reading shall:

Prior to Procurement

1. Review policy EF (LEGAL), EFB (LOCAL), and EFB (REGULATION) in addition to CQ (LEGAL) which provides guidance regarding electronic resources.
2. Gather formal and informal recommendations from administrators, teachers, parents, students, and community members as appropriate [EFB (LOCAL)].
3. Examine reviews from online collection development tools, such as Titlewave and Mackin, that gather reviews from reputable professional journals and other resources. Examination of reviews should be guided by criteria such as, but not limited to, the following:
 - a. Confirm age appropriateness for the grade or interest level.
 - (1) Elementary school appropriateness is for grades PK-5. Books for which the majority of reviews show a grade range interest level beginning higher than grade 5 (for example, grades 6-8) would require further review.
 - (2) Middle school appropriateness is for grades 6-8. Books for which the majority of reviews show a grade range interest level beginning higher than grade 8 (for example, grades 9-12) would require further review.
 - (3) High school appropriateness is for grades 9-12. Books for which the majority of reviews show a grade range interest level of adult (or no specific grade range) would require further review.
 - b. Determine if the book meets other criteria such as readability, physical format, and relevance.
4. All new book lists must be submitted to a member of the Digital Resources and Media Center Support team for consideration to include during pre-set public comment windows.

Public Comment

All new books must be included in a list that is posted publicly for comment for at least 30 days. This process is managed by the Digital Resources and Media Center Support team. All public comments will be reviewed and weighted against selection criteria to determine next steps which could include having a committee read the book in its entirety and/or deciding to order but placing the book on the restricted access shelf.

Procurement

After it is determined that a book meets the selection criteria, and has successfully been through a 30-day public comment window, an order may be placed. District processes for purchasing approval shall be followed per CH(LOCAL).

**LOCAL CAMPUS
REVIEW**

Upon receipt of each book order, the media specialist or designee shall confirm contents match the invoice.

Prior to shelving new books,

1. Graphic novels shall be reviewed in their entirety by a staff member to confirm alignment with selection criteria.
2. A "Parent Preview" must occur before books are shelved and available in inventory.

**OPPORTUNITY FOR
PARENT PREVIEW**

In recognizing that parents hold an essential role in the education of their children and have the right to guide what their children read, each media center shall offer a "Parent Preview" for the duration of ten business days before books are to be placed on the shelves. Campuses shall provide information to parents about when and how this will occur as well as a form to provide feedback. Principals must review feedback from parents along with the campus media specialist to determine if further reviews are needed.

**PARENT
PERMISSIONS**

Parents have access to view books currently checked out by their child through the district's library management system.

Parents may submit a written request to a campus administrator in order to restrict a book for their own child's access.

Inter-Library-Loan (ILL) checkout options are provided for students who wish to borrow a book from a different campus. This may include books at higher or lower grade levels. Parents who do not wish for their child to have this access shall submit a written request to the campus administrator.

**PARENT
PERMISSION FOR
RESTRICTED
ACCESS BOOKS**

If it is determined that a book will be available to students only through restricted access, the book shall be placed in a visible location behind the circulation counter. Restricted access books are available to students upon request if allowable by the parent.

If a parent wants their child to check out books labeled as restricted access, they should indicate this preference on the annual registration paperwork or by notifying a campus administrator in writing.

BOOK FAIRS

Book fair opportunities are in partnership with external vendors and may contain a variety of books for a campus to place on display. Campuses shall use discretion on the displays of book fairs to stay in alignment with age appropriateness selection criteria. All book fair books for display shall be evaluated and accepted or rejected according to the criteria listed in this regulation and EFB (LOCAL). Students are not required to purchase books at book fairs.

AUTHOR VISITS

Author visit opportunities are often in partnership with external vendors or organizations. Campuses who choose to offer an author visit shall ensure that each student and their parent is provided with information about the author and the author's book(s) along with the option to opt-out at least one week prior to the visit. The media specialist must be informed and participate in ensuring that these processes are followed. All books represented at an author visit shall be evaluated and meet the criteria listed in this regulation and EFB (LOCAL).

**GRANTS AND
DONATIONS OF
BOOKS**

Gifts of instructional resources shall be evaluated and accepted or rejected according to the criteria listed in this regulation and EFB (LOCAL). Grant purchases of books shall also follow the same selection criteria as books for the media center.

**LIBRARY
STANDARDS FOR
INVENTORY
MANAGEMENT**

School libraries/media centers shall be operated in compliance with Texas Education Code 33.021, Library Standards. School libraries shall be in compliance with the minimum 12,000 books per campus in accordance with Standard III, Principle 1 of TEA Code 33.021.

An inventory of each school's collection of library books shall be taken every other year to ensure that the school is operating at the minimum standard.

1. The inventory count shall not include the following:
 - a. Paperbacks that are not or will not be processed*.
 - b. More than five copies of the same title.
2. The book collection inventory shall account for:

- a. Hardcover books.
- b. Processed paperbacks.
- c. Reference materials.

*Characteristics of a processed book are catalogued and entered into the computer

MEDIA CENTER WEEDING

Portions of the campus book collection shall be “weeded” annually. Materials that fail to support the objectives of the media center program shall be weeded according to accepted professional practices as described in the publication, *Evaluating and Weeding Collections – The CREW Method* by Joseph P. Segal, 1980.

General weeding considerations, as defined in the CREW Method (Continuous Review, Evaluation, and Weeding), include the following:

- The book had little to no circulation in the past 3 years (1 year for graphic novels).
- The book is unfit for circulation due to its condition.
- The book is misleading or factually inaccurate.
- The book was superseded by a new edition or a more relevant book on the subject.
- There is a need to reevaluate the literary or scientific merit.
- The book is irrelevant to the needs and interests of the library’s community

While the CREW Method may be used as a guide in making weeding decisions, guidelines can and should be adjusted to meet the needs of a specific media center.

LOST BOOKS

A record shall be maintained of the books lost during a 2-year period in the event that the book is found and/or recovered.

DISPOSAL

Items for disposal shall be stamped “DISCARD” and all school or district identifying information must be marked through and/or removed.

If a campus wishes to give away weeded materials, it must be pre-approved through the Director of Digital Resources and Media Center Support.

Schools shall annually ship weeded media center materials to the central warehouse for disposal. The outside of all containers will be marked “Surplus for Auction”.

AUDIO/VISUAL STANDARDS

The number of audio/visual materials shall be included in the number of minimum items a media center should have as stated above.

AV software consists of computer software, games, kits, maps, specimens, teaching models, electronic books, MP3 books recordings, and video recordings and the like, All processes as outlined in policy CQ must also be followed.

**DEFINITIONS FOR
AUDIO/VISUAL
INVENTORY**

Audio/Visual inventory includes single items purchased separately with one purpose or concept. A set is two or more items of the same medium packaged together and intended to be used together. A set counts as one item in its particular category.

A kit is two or more types of media purchased and intended to be used together. Kit example: One Shakespeare set with four audio recordings covering four different works would be counted as one kit. It is packaged together, bought together, and intended to teach concepts related to works of Shakespeare.

Games include commercially-produced games, including puzzles. Count only complete items, not parts of games or incomplete puzzles.

Count video recordings individually, unless multiple DVDs combine to make up one set, two-part tapes count as one item. This category includes DVD video recordings.

**AUDIO/VISUAL
WEEDING**

The weeding and disposal of audio/visual materials should be the same as books. Schools shall annually ship weeded audio/visual materials to the central warehouse for disposal. The outside of all containers shall be marked "Surplus for Auction".

**LOST AUDIO/VISUAL
MATERIALS**

A record for any lost audio/visual material shall be maintained for two years before being purged.