Lincoln Public Schools' Library Media Center Mission Statement

The mission of the Library Media Center is to be an inviting place for students, teachers and community members. The Lincoln Public Schools' library media centers will provide students, teachers and members of the school community with opportunities to:

- achieve curricular goals and objectives
- pursue their personal interests through reading and research
- become discriminating consumers of information
- read, view and listen to current resources in a variety of formats
- demonstrate academic integrity

Guidelines for Materials Selection

It is the policy of the Lincoln Public Schools to establish procedures for the selection, approval, and weeding/collection maintenance of materials that will:

- support and enrich the curricula, taking into consideration the varied interests, abilities, and maturity levels of the diverse students served;
- give an extensive background of information and factual knowledge which will enable students to make intelligent judgment in their daily lives as global citizens;
- develop the life-long habit of wide reading which fosters freedom in the exchange of ideas, a basic principle of democracy.

In addition, the Lincoln Public Schools will establish a procedure to address reconsiderations to selections of library media center materials.

Policy Adopted: May 18, 1987
Revised Policy First Reading: May 10, 2021
Revised Policy Second Reading: June 22, 2021
Revised Policy Adopted: June 22, 2021

TOWN OF LINCOLN SCHOOL COMMITTEE, Lincoln, Rhode Island

Library Media Center Procedures

Responsibility for Selection

- The Lincoln School Committee delegates to the Superintendent the authority to establish a process to order library media center materials.
- The actual selection is the responsibility of the Library/Media Specialist who knows the courses of study, the methods of teaching, and the individual differences of the students.
- The Library/Media Specialist will consider suggestions from administrators, faculty, students, community members, and families.
- The individual Library/Media Specialist is responsible for the evaluation and recommendation of materials to be purchased for the individual library media center. This recommendation is submitted to the building administrator for approval through the normal budgetary process.

Criteria for Selection

Materials for the library media center will be selected according to the following criteria:

- Materials will support the educational goals/mission statement of the Lincoln Public Schools mission statement of the library media centers.
- Materials will contribute to the fulfillment of curricular needs of teachers and students.
- Selection is based on the needs of the individual school.
- Materials will be selected that support the educational, emotional and recreational needs of students.
- Every effort is made to provide materials on all levels of difficulty, with a diversity of appeal and presentation of different points of view.
- Factual accuracy, authoritativeness, balance, and integrity are sought in the materials selected.
- High artistic quality and superior format are important criteria, with consideration given to stimulating presentation, including imagination, vision, creativeness, and style appropriate to the idea.
- Professional selection tools will be consulted to assist in the selection of library media center materials.
- Gifts or donations to the school library media centers will be subject to the same criteria as purchased materials and may or may not be added to the collection at the discretion of the Library/Media Specialist.
- It is the responsibility of the Library/Media Specialist to maintain the currency and relevance of the school library media center collection. Materials weeded from the collection will be subject to the Lincoln Public Schools' procedures in place for removal of school materials.

Collection Maintenance and Weeding

From time to time but at least once within a two year period, the Library/Media Specialist will conduct an inventory of the school library media center collection. The inventory can be used to determine losses and remove damaged or worn materials which can then be considered for replacement. The inventory can also be used to deselect and remove materials that are no longer relevant to the curriculum or of interest to students. Additionally, the Library/Media Specialist should develop a collection maintenance plan that includes

systematic inspection of materials that would result in weeding outdated, damaged, or irrelevant materials from the collection. (Taken from http://www.ala.org/tools/challengesupport/selectionpolicytoolkit/weeding)

Reconsideration of Resources

Despite the careful selection of library media center resources and the qualification of those involved in the selection process, objections to library media center resources may occur. The suitability of particular books and other materials may be questioned by any parent/guardian, student or citizen of the Town of Lincoln. (Taken from http://www.ala.org/tools/challengesupport/selectionpolicytoolkit/statement)

- A procedure to reconsider materials is available from the Office of the Assistant Superintendent.
- The review of materials shall be treated objectively and as an important matter.
- The best interests of the students, the curriculum, and the school shall be of paramount consideration.

Procedures Adopted: June 22, 2021

TOWN OF LINCOLN SCHOOL COMMITTEE, Lincoln, Rhode Island