

METHACTON SCHOOL DISTRICT ADMINISTRATIVE GUIDELINES

Re: Board Policy 109 Resource Materials

This administrative guideline covers the following:

- Selection of Library Materials

As defined in Board Policy 109, resource materials shall include, but not limited to, reference books, supplementary titles, electronic material, multimedia materials, maps, library books, software and instructional material.

Under Methacton Board Policy 109, the Superintendent, after consultation with the administration and teaching staff, shall be responsible for the selection, recommendation, and maintenance of all resource materials.

Guideline:

1. The Superintendent designates the professionally trained instructional staff (Librarians) with the duty of selecting library materials.
2. Building Principals are consulted on the selection of materials.
3. In addition to receiving requests from staff and students, the designated instructional staff and building Principals may review/consider recommendations from the following and similar sources in the selection of materials: American Library Association; Publishers Weekly; Pa State Library Association; Horn Book Magazine; Montgomery County Intermediate Unit; and the School Library Journal.
4. The designated instructional staff will be responsible for School Library Collection maintenance and inventory of materials and will notify their Principal of loss, removal, damaged, or worn materials and need for replacement. The inventory process can also be used to deselect and remove materials that are no longer relevant to the curriculum or of interest to students. Materials are periodically inspected (typically done by section) that leads to weeding outdated, damaged, or irrelevant materials from the collection.
5. Gifts and donations to the school library are accepted with the understanding that the decision for use and disposition of the materials and/or funds will be determined using the same selection criteria as purchased materials. All materials should support the curriculum and needs of library users and meet these guidelines and School Board policy.
6. The Superintendent provides to the Board of School Directors a recommendation annually as part of the regular budgetary process/cycle the requests for financial resources necessary to efficiently and equitably provide library programs and services in the district.
7. A listing of all library resource materials shall be made available for the information of the professional staff, Board members, students and parents/guardians. This is commonly done through the district provider, Follett.

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The following procedures are created for the purpose of ensuring an inventory of resource materials that is well-balanced and well-rounded in coverage of subject, types of materials, and variety of content in accordance with the following guidelines:

1. Materials shall be chosen for values of interest and enlightenment.
2. Every effort shall be made to provide materials that present all points of view concerning the problems and issues of our times, international, national and local.
3. Materials shall relate to, support, and enrich the courses of planned instruction adopted by the Board.
4. Wherever possible, materials shall represent varied religious, ethnic, gender and cultural groups and their contribution to American heritage.
5. Materials shall be factually accurate and of genuine literary or artistic value.
6. Materials shall be of a quality and durability appropriate to their intended use and longevity.