

EXHIBIT

**SELECTION GUIDELINES
Library Media Center Instructional Materials and Equipment
DeKalb County School System**

The library media specialist is responsible for building and maintaining a print, nonprint and electronic collection of instructional materials and the equipment necessary to support the local school program. In accordance with Georgia Board of Education RULE 160-4-4-.01 *Media Programs*, “the local board of education shall adopt a media policy that requires development of procedures for selecting materials locally, handling requests for reconsideration of materials, considering gifts of instructional resources, using non-school owned materials, and complying with the copyright laws. Code: IFA of the *DeKalb Board of Education Policies and Procedures* and the Selection Policy, here printed and referred to in IFA ~E(3), addresses each of these requirements. Selection of instructional materials is the responsibility of qualified professional personnel. Thus, selection of library media center materials is the responsibility of the trained, professional library media specialist in each school. The library media specialist also maintains a quality collection with proper weeding procedures and adherence to national, regional, and state standards for library media centers.

Selection Responsibility

The local school Library Media/Technology Committee shall be involved in the selection process. This committee shall include at least one representative each from administration, instructional, technology, library media, student, community, and parent groups. The Library Media/Technology Committee “makes recommendations and decisions related to planning, operation, evaluation, and improvement of the media program.” (GBOE RULE 160-4-4-.01) The Library Media/Technology Committee may also establish goals and priorities, preview materials, discuss requests for materials and equipment, and make recommendations for purchase. The final decision for selection of instructional media and equipment is the responsibility of the library media specialist and the principal.

Print, Nonprint, and Electronic Materials

The library media center collection shall provide materials that support the curriculum, stimulate growth in knowledge and that develop literary, cultural, and aesthetic appreciation. The following criteria will be used in consideration of the purchase of print and nonprint materials and acceptance of gifts.

- Curriculum and Objectives of instructional program, taking into consideration the varied interests, abilities, and maturity levels of the individuals served
- Characteristics and philosophy of the school and community, placing principle above personal opinion and reason above prejudice in the selection of the highest quality resources in order to assure a comprehensive collection appropriate for the age of the users
- Relevance, Timeliness and/or Permanence, providing resources representative of the many religions, ethnic and cultural groups and their contribution to our American Heritage
- Overall purpose and potential use, providing resources relative to controversial issues so that individuals may develop informed opinions and practice critical reading and thinking
- Quality of the writing/production; Readability or popular appeal; Authority
- Reputation and significance of author/editor/artist
- Reputation of publisher/producer/distributor
- Favorable review from authoritative and reliable reviewing sources

- Requests that meet the above criteria from faculty, students, and parents
- Format
- Cost

Reconsideration of Materials

It is the responsibility of the Library Media/Technology Committee to review challenges to school owned materials at the local school. DeKalb County School System policies regarding challenged materials must be followed. The policy and procedures can be found in Code: IFA~R of the DeKalb Board of Education Policy and Procedures Manual.

Donations

Donated materials must meet established selection criteria and the guidelines set forth in the *DeKalb County Board of Education Policies and Procedures* (Code: IFA) regarding unsolicited materials, equipment, and gifts. All are judged by the basic selection standards listed above and are accepted or rejected by these standards.

Instructional Equipment

The library media specialist, considering the recommendation of the local school Library Media/Technology Committee, will select instructional equipment to meet the needs of the instructional program and support the curriculum. When questions arise concerning the purchase of equipment, consultation between the building level library media specialist and the Department of Educational Media and/or the Instructional Technology Department will help to ensure quality selection. Purchases of computer equipment and software to be loaded on the DeKalb County School System network must be approved prior to purchase through the Hardware/Software Request procedures located at the Management and Information System's (MIS) Intranet site in FirstClass Discussions under DCSS MIS. The principal must approve all selections for purchase. The following criteria will be used for selection of equipment:

- Need, whether new or replacement
- Quality
- Durability
- Ease of operation
- Ease of maintenance
- Cost
- Warranty
- Reputation of manufacturer
- Reputation of vendor
- DCSS Bid information
- Software availability
- Safety, design, versatility, compatibility

Special Needs

Georgia Board of Education policy gives priority to the purchase of instructional equipment that would benefit students with special needs. In the DeKalb County School System this priority is met through the Department of Support Services. Any school serving a child with special needs can request the special equipment and/or materials necessary for that child through the Department of Support Services, located at

East Campus. This provision permits building level equipment and material expenditures to be used to meet the individual school's needs.

Consideration File

The library media specialist shall compile and maintain a consideration file of recommended print and nonprint materials. This file may reflect suggestions from the Library Media/Technology Committee, other faculty members, parents, and students.

Whenever possible, review sources shall be found for each recommendation and noted on the consideration card. These review sources shall be transferred to the library materials database if the materials are purchased and processed.

Selection Aids

Each Teacher-Librarian is expected to be knowledgeable of and use appropriate professional reviewing sources. School based subscriptions to these reviewing sources are encouraged, if funding permits. Use of the DCSS Professional Library reviewing sources are available in hard copy, which may be requested for check-out and delivered by school system courier service, or used through GALILEO and system-wide purchases of online journal subscriptions located at the Professional Library Website at <http://plibrary.dekalb.k12.ga.us> .

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