The American School in London

Selection of Library Materials Policy

The current version of any policy, procedure, protocol or guideline is the version held on the ASL website. It is the responsibility of all employees to ensure that they are following the most up-to-date version.

Responsible party	Head Librarian
Approved by	Head of School
Approval date	October 2024

Objectives

The primary objective of the libraries at ASL is to support and enrich the educational programs of the School. It is the responsibility of both libraries to provide access to materials with a wide range of levels and broad appeal, ensuring the expression of different viewpoints and upholding ASL's foundational documents: mission statement, core values, Spiritual, Moral, Social and Cultural Policy (SMSC), DEI statement and the Fundamental British Values.

The school libraries commit to supporting Articles 13 and 17 of the UN Convention on the Rights of the Child, which state that children have a right to seek knowledge and information while also understanding our responsibility to protect children from harm. Based on the American Library Association's School Library Bill of Rights and the Freedom to Read Statement (approved and endorsed by AASL, SLA and CILIP), the ASL libraries will commit to:

- Provide library resources for the enjoyment and enlightenment of all patrons, taking into account their needs, interests, abilities, backgrounds, identities, experiences and maturity levels
- Provide resources that support the curriculum, presenting multiple points of view on both current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval and should not be excluded because of the origin, background or views of creators
- Ensure a balanced presentation of opposing views on political issues are represented within the school's collection
- Provide materials for teachers and students that encourage growth in knowledge, and that develop literary, cultural and aesthetic appreciation and ethical standards
- Provide materials reflecting the ideas and beliefs of diverse religious, social, political, historical and ethnic groups and their contribution to American, UK and world heritage and culture
- Provide a broad range of materials on controversial issues to help students develop intellectual integrity and critical analytical skills
- Challenge censorship in the fulfillment of our responsibility to provide information and enlightenment.

Policies for materials selection

In selecting learning resources, qualified librarians will evaluate available resources and curriculum needs and will consult reputable, professionally prepared aids to selection, and other appropriate sources. The selection process involves open opportunities for consultation with administrators, faculty and students. The libraries will consider requests, evaluate existing materials, assess curricular needs, and examine and judge materials. Suggestions for library materials are encouraged. Teachers, students and parents/guardians can speak with or email their divisional librarian.

Professional selection aids used by the librarians in final selections may include, but are not limited to the following:

- *School Library Journal*
- *Booklist*
- *Kirkus*
- *Publisher's Weekly*
- *The School Librarian* *(TSL)* (UK)
- Common Sense Media
- *Horn Book*

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- *NoveListPlus*
- *We Need Diverse Books*
- Association for Library Service to Children (ALSC) Notable Children's Books
- Young Adult Library Services Association (YALSA) Best Books for Young Adults
- Award lists such as Newbery, Kate Greenaway Medal, Carnegie Medal, Booker Prize, National Book Awards, Pulitzer Prizes and others.
- Newspaper/magazine reviews

Selection is an ongoing process that should include the removal of materials no longer appropriate or the replacement of lost or worn materials still of educational value. (See Weeding Policy.)

Responsibility for selection

Responsibility for selection rests with the librarians. The lower school librarian will develop the collection in the Lower School, while the Mellon librarians curate the collection in the Middle and High schools. The head librarian will give final approval to all books purchased for the Mellon library, but the other librarians and assistants are instrumental in selecting books and resources as they observe students in classes and when planning with teachers or as they weed.

Library use

The first emphasis will be placed upon materials and services for the student body and the employees; second, on making available to the wider community such resources not otherwise available to them, insofar as this does not place an undue burden on the School.

Criteria for selection

Criteria for selection include:

- Curriculum relatedness
- Value to the collection
- Favorable reviews found in standard selection sources
- Favorable recommendations based on preview and examination of materials by professional personnel
- Representation of diverse points of view on all topics including those that might be controversial
- Availability of material on the subject

- Reputation and intent of the author
- Literary and/or artistic merit
- Technical quality
- Safety and health considerations
- Accuracy and impartiality
- Adequate scope and depth of coverage
- Readability and reading level
- Creativity and imagination
- Relevancy, currency and appropriateness
- High degree of potential user appeal
- Quality and variety of format
- Cost
- Organization and style
- Availability of sources
- Reputation of publisher
- Timeliness and permanence
- Integrity