

Selection and Maintenance of Library Materials

The Board subscribes to the philosophy set forth by the School Library “Bill of Rights” as it relates to the educational program of a school. (See IFAA/IFAB-E)

Library Media Materials

Materials chosen for library media centers will be chosen with the general considerations listed in School Board Policy GAAD, as well as the specific library-related considerations as outlined in the sections below:

District Libraries

- The Bismarck School District has established individual library media collections in each building, as well as a centralized district library (Library Media Office).
- The LMO primarily serves teachers by providing professional books and supplemental audiovisual materials (e.g., videos, kits, DVDs, puppets, etc.) to support the entire district curriculum.
- In addition, the district provides all its patrons with a centralized Union catalog, which allows students and staff to access all cataloged materials 24 hours a day. The concept of the Union catalog is to provide one-stop searching and easier requesting for patrons. This type of collection saves money for the district by allowing items to be shared among the schools.

Philosophy

- Although no one Library Media Center or School District can meet all the needs of all its users, a basic core collection of timely and relevant information resources are essential in every building’s library media collection.
- The library collection needs continuous evaluation in order to keep on target with library’s mission to provide materials to meet patron’s interests and needs in a timely manner. This collection evaluation is a process of determining strengths and weaknesses in the library media collection.

Objectives of the Library Media Department Are

1. To implement, enrich, and support the curriculum.
2. To provide opportunities for literacy and cultural enrichment:
 - a. Through both instructional and student-selected materials, libraries will engage students in reading for pleasure, exploration, and learning. Collections will be selected to encourage student choice and curiosity, offering resources that are

- b. meaningful to student's lives while also expanding their awareness of the broader world.
- c. To ensure each library media center provides an exemplary print collection. An exemplary print collection is defined as having 15-20 current items per student, and "current" means the collection has an average age of not greater than 10 years.
- d. To work cooperatively with multiple library agencies in order to provide access to materials available outside the school district.

Authority

Responsibility - It is the responsibility of the District Library Media Director and District Library Media Specialists to ensure that each library media center provides a wide range of materials on all levels of difficulty, diversity of appeal, and the presentation of varied points of view.

Policy

1. Selection Criteria
Library materials will first be selected in alignment with the general considerations outlined in Policy GAAD.
 1. The material ensures accurate and up-to-date content and provides for the needs of a wide range of learners including learning styles, abilities, and interests.
 2. The material is aligned to district-adopted standards and contributes to the mastery of grade or course level expectations.
 3. The material is not obscene as defined by the Miller test (Miller v. California, 1973). Specifically, obscene material is that which:
 - a. Taken as a whole, appeals to the prurient interest when applying contemporary community standards.
 - b. Depicts or describes, in a patently offensive way, sexual conduct specifically defined by applicable law.
 - c. Taken as a whole, lacks serious literary, artistic, political, or scientific value.
 3. The material provides a fair representation of the many religious, ethnic, and cultural groups and their contributions to our country and world. There will be no discrimination or bias or prejudice on the basis of sex, race, religion, age, disability, national origin, color, ancestry, or other status protected by law.
 5. The material presents a balance of opposing sides of controversial issues so that young citizens may develop, under guidance, the practice of critical thinking and informational literacy skills.

In addition, the following criteria guide the selection of resources for school libraries:

- a. Support for Curriculum and Personal Growth: In addition to supporting and enriching the district's curriculum, library materials will also encourage students to explore their personal interests, hobbies, and recreational reading.
- b. Literary and Artistic Merit: Selected resources will demonstrate high standards of literary, artistic, and creative quality that stimulate imagination, curiosity, and a love of reading.
- c. Professional Evaluation: Materials will be supported by favorable reviews in professional journals serving K–12 education or by recommendations from qualified staff who have previewed and evaluated the content.
- d. Data-Informed Collection Development: Library collections will be shaped by ongoing analysis of circulation data, genre and subject trends, and other collection analytics. This process ensures that resources remain balanced, relevant, and responsive to student interests as well as curricular priorities.
- e. Critical and Cultural Perspectives: Library collections will include resources that represent diverse cultures and global experiences, as well as differing viewpoints on issues and ideas. Materials will be selected to broaden students' understanding of the world, encourage inquiry, and support the development of critical thinking skills.

Consideration will be given to the cost of materials in relation to demonstrated need, the formats that best support instructional and student use (print, digital, or multimedia), the physical condition of materials, and their durability to ensure long-term access for students.

2. Maintenance Policy

The goal of the maintenance policy is to preserve the integrity of the collection. In order to maintain quality, increase efficiency, improve reliability, increase usefulness, and relieve crowding, materials that no longer meet the school's selection criteria must be removed from the collection. Circulation statistics, age reports and availability of replacement materials and/or inter-library loan opportunities will be used to conduct maintenance of library collections. The ultimate decision for weeding materials is the responsibility of the school library media specialist.

Withdrawn items should be marked "weeded" in the catalog, have the barcodes crossed out, as well as the school name. These items may be offered to students in the school to take home, if the building desires to follow this procedure. These materials should not be sent to classrooms; the same standard of quality applies to all other instructional materials within the school.

3. Gifts

The district's library media centers may receive donations and gifts for the benefit of the school district. All gifts are accepted or rejected depending on whether or not they further the objectives and goals of the school district. Decisions will be based on criteria set forth in the district's selection and maintenance policies.

In the case of gifts received in the form of cash and/or memorial requests, the professional staff will order materials in keeping with the donor's wishes if the request complies with the district's selection and maintenance policies.

End of Bismarck Public School District Policy GAADA

Reaffirmed: 07/01/2015

Revised: 09/24/2025