Cache County School District

Policy Series 4000: Curriculum, Instruction, Assessment

Policy No. 4200 P1

Procedure for Selection of Library Media Materials

The Library Media Materials Selection Procedure of Cache County School District aligns with principles from the American Library Association, American Association of School Librarians, Utah Educational Library Media Association, and state laws to select materials responsibly and thoughtfully for school libraries.

Objective: This selection procedure outlines a methodical and objective approach to evaluating potential library materials for inclusion in Cache County School District's collections. It aims to create a library in each school that not only supports academic needs but also encourages reading, promotes curiosity, represents diverse viewpoints, and upholds intellectual freedom and access for all.

Responsibility: The task of selecting school library materials is entrusted to certified librarians and other qualified staff who have been professionally trained.

Criteria for Selection: School librarians will employ the following principles to guide their decisions:

A. Educational Value: Materials must align with the Utah State Board of Education Core Standards for Library Media.
A. Relevance: Materials must be relevant to the needs and interests of the students.
B. Inclusive Representation: The collection must reflect various backgrounds, experiences, and perspectives to ensure inclusivity and cultural relevance. This will vary depending on the diverse demographics of each school.
C. Current and Accurate Information: Materials must be up-to-date, factually accurate, and free from misinformation unless their purpose is for critical analysis.
D. Literary and Artistic Merit: Literary and artistic quality must be considered. Materials may exhibit literary and artistic quality to promote an appreciation for creativity and the arts.
E. Age Appropriateness: Materials must be age-appropriate and suitable for the intended audience.
F. Information Literacy: Materials should bolster the development of information literacy and critical thinking skills, including fostering students' ability to locate, evaluate, and use information effectively.

Selection Tools

School librarians will utilize various tools to assess if materials align with the above criteria.

A. Publisher Reputation: Preference will be given to reputable publishers.

B. Author Credibility: Consideration will be given to the author's qualifications, expertise, and reputation in the field or genre relevant to the book.
C. Review by Peers: Preference will be given to books that have been reviewed and endorsed by subject matter experts, scholars, or professionals in the field.
D. Professional Reviews: Preference will be given to books that have received positive reviews in respected professional journals and publications relevant to the book's subject matter. Librarians will also consult book review periodicals such as Publishers Weekly, Booklist, or Library Journal for critical assessments of the book.
E. Awards and Recognitions: Books that have received notable literary accolades (i.e.: Pulitzer Prize, National Book Award, Newbery Medal) will be given priority.
F. User Reviews and Recommendations: Consideration will be given to books with positive reviews and high ratings from readers on reputable platforms like Goodreads, Amazon, or independent book blogs.
G. Recommendations from Teachers and Librarians: Librarians will seek recommendations from educators and librarians who are familiar with the needs and interests of the target audience. Preview committees may be used at the librarian's discretion.
H. Accessibility and Availability: Librarians will only consider materials that are readily available for purchase or acquisition through established distributors, libraries, or vendors.
I. Recent Publication: Up-to-date publications will be chosen for their relevance.
J. Content and Objectivity: The objectivity and balance of viewpoints of materials will be assessed, especially for non-fiction and reference.
K. Local Relevance: Consideration will be given to the material’s relevance to specific local and regional needs and interests.
L. Consultation with Professional: District librarians will coordinate with each other and other professional librarians for content evaluation. They will also gather information from professional learning communities and professional development.
M. Budget Considerations: The material’s cost will be weighed against the available budget.

Requests for Consideration

The school community, including staff, teachers, students, and members of the community, can propose materials for the library. These suggestions will be evaluated based on the established selection criteria and tools.

Acquisition

Materials that meet the established selection criteria and have been evaluated using the designated tools will be acquired and integrated into the library collection through a systematic process of ordering, cataloging, and preparing for circulation.