

Selection of Library Materials - IIAC

Introduction

In the education of children and youth, an abundance of printed and non-printed materials is essential if individual interests, needs, and abilities are to be met. The Board of Education has the legal responsibility for providing instructional materials for use in the Big Piney School District, and the volume of both printed and non-printed materials currently being produced makes the wise selection of appropriate materials a problem of utmost importance to the Board. For this reason, it is deemed necessary to provide a materials selection policy for the Big Piney School District.

The purpose of the selection policy is:

1. To provide a statement of philosophy and objectives for the guidance of those involved in the procedures for selection;
2. To define the role of those who share in the responsibility for the selection of instructional materials;
3. To set forth criteria for selection and evaluation of materials;
4. To outline the techniques for the application of the criteria;
5. To clarify for the community the philosophy and procedures used in evaluating and selecting instructional materials.

Philosophy and Objectives

The School Library Bill of Rights, endorsed by the American Association of School Librarians, sets forth the philosophy of materials selection as it is related to the educational program of the school. School libraries are concerned with generating understanding of American freedoms and with the preservation of these freedoms through the development of informed and responsible citizens. To this end the Board re-affirms the Library Bill of Rights of the American Library Association and asserts that the responsibility of the school library is:

1. To provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities, and maturity levels of the pupils served;
2. To provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards;
3. To provide a background of information which will enable pupils to make intelligent judgments in their daily life;
4. To provide materials on opposing sides of controversial issues so that young citizens may develop, with guidance, the practice of critical reading and thinking;

5. To provide materials representative of the many religious, ethnic, and cultural groups and their contributions to our American heritage;

6. To place principle above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to assure a comprehensive collection appropriate for the users of the library.

The objectives of the Big Piney School Library focus upon the work with students and teachers and the school's overall objectives of which they are a part. In addition to this primary function, the library programs contain many areas of instruction, service, and activities. The program is designed so that students can:

1. Derive the fullest benefit from their classroom instruction;
2. Extend the boundaries of their knowledge and experience
3. Pursue self-directed learning of all kinds;
4. Explore and satisfy their many curiosities and interests;
5. Learn how to use libraries and to evaluate the materials of communication; and
6. Obtain materials that meet their individual needs and abilities.

The program is also designed so that teachers and counselors can:

1. Achieve their instructional objectives to the fullest degree;
2. Enrich course content;
3. Use materials directly with students in the classroom;
4. Teach students how to use materials and libraries;
5. Have materials easily accessible and efficiently organized so that time is not wasted in locating materials for examination and use;
6. Use materials to broaden their own knowledge and to derive personal enrichment.

Responsibility for Selection

The purchase of book and non-book materials is legally vested in the Board of Education. The actual selection of these materials is the responsibility of the certified librarian in charge of the library.

Principles of Evaluation and Selection

A. Evaluative criteria used in the selection of materials

1. All materials have these elements of quality:

- a. Relevancy or permanent value
- b. Accuracy
- c. Authoritativeness
- d. Clear presentation and/or readability

2. The librarian shall use reputable, unbiased, and professionally prepared reviewing and selection aides.

B. Factors influencing selection

1. Needs of the school

- a. Based on the curriculum
- b. Based on requests from administrators and faculty

2. Needs of students

- a. Based on knowledge of backgrounds and reading ability of students
- b. Based on requests from students
- c. Based on availability of leisure reading materials outside of school
- d. Based on community interests

3. Size of budget

4. Need to develop a balanced collection

- a. Based on materials already in collection
- b. Based on providing an objective view of all sides of an issue

C. The library welcomes gifts of books and other materials provided:

- 1. They meet the same standards of selection as those applied to original purchases;
- 2. The library staff may dispose of the gift at its discretion.

Withdrawal of Book and Non-Book Materials from Collection

Withdrawal of book and non-book materials from the collection shall be made periodically by the librarian who shall discard book and non-book materials that have become excessively worn, which are damaged, or which are no longer useful. In the cases of withdrawn materials of continuing value, the

librarian will attempt to replace the withdrawn materials as soon as possible, from regularly budgeted funds.

There may be occasional objections to certain book or non-book materials despite the care taken to select only materials meeting the criteria of this policy, or there may be objections to the qualifications of the persons who select the materials. If such objection is made about any book or non-book material in the library media center collection, the following procedure adopted by the Board shall be followed:

1. The librarian, Principal, or Superintendent will invite the complainant to make complaint by letter. The librarian, principal, or Superintendent shall then inform the others involved that the form has been issued.
2. When the completed form is returned, the Superintendent will call together the previously appointed review committee to show copies of the complaint and copies of the materials, if possible, will be distributed. At the first meeting, the review committee shall schedule a time to act on the complaint and will decide whether to withdraw the material pending their decision.
3. The review committee shall have seven members appointed by the Superintendent at the beginning of each school year to serve until the new committee is appointed. This committee shall consist of the certified librarian, the Principal, one elementary teacher, one secondary teacher, and three lay members from the community.
4. At the meeting they shall schedule, the review committee shall determine whether or not to withdraw the material from the library media center collection in this manner.
 - a. The complainant may be present to present his views on the material. Then he will leave the meeting.
 - b. The review committee, having read or viewed the challenged material, will check the information made available by the librarian on the general acceptance of the materials by reading reviews and selection aids.
 - c. The members of the review committee who have read or reviewed the material in its entirety will then weigh its values and faults against each other and form opinions based on the material as a whole.
 - J. The majority consensus of the committee will be determined by a poll of the members and the librarian in charge of the library media center will take the action indicated by the decision.
 - e. Should dissatisfaction on the part of the complainant still remain after the consensus of the review committee, the matter will be placed on the agenda of the next regularly scheduled Board meeting.
 - f. The decision of the Board shall be communicated in writing to all interested parties.

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