

INSTRUCTION

CODE: IJL
POLICY
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LIBRARY MATERIALS SELECTION AND ADOPTION

Institutional Objectives

It is the responsibility of the library media center to provide a variety of materials on all levels of difficulty, with diversity of appeal, and presentation of different points of view. The WCSD#7 library media centers consciously support and are supported by the American Library Association's School Library of Rights, the Freedom to Read Statements and the Intellectual Freedom Statement: An Interpretation of the Library Bill of Rights. The supported statements affirm that free and convenient access to ideas, information and the creative experience is of vital importance to every citizen today.

Purpose of Collection Development Policy

The purpose of the Weston County School District #7 Collection Development policy is to assure that materials are selected to support the curriculum and to meet the informational, recreational and cultural reading needs of the students. The policy will not only serve as a guideline for adding to the present collection but will also help determine which lost or worn-out books to replace, which books to deselect and which gifts to encourage.

Responsibility for Selection

The initial responsibility for materials selection lies with the certified librarian/media specialist employed by the school district. The ultimate legal responsibility for material selection, as for all school activities, rests with the school board.

Selection Criteria

The materials selected will be favorably reviewed in at least one selection aid or at the discretion of the librarian/media specialist, when review is not available. Teachers, principals, and other staff members from all departments and/or grade levels will be consulted for recommendations.

All acquisitions, whether purchased or donated, are considered in terms of the standards listed below. General criteria to be considered are:

1. Relevant to today's world.
2. Represent artistic, historic and literary qualities.
3. Reflect the problems, aspirations, attitudes and ideals of society.

4. Are consistent with and support the general educational goals of the state and district.
5. Appropriate for the age, ability level, learning style and social and emotional development of the intended user.
6. Meet quality standards in terms of content, format and presentation.
7. Be selected for their strengths rather than rejected for their weaknesses.
8. Contribution the material makes to represent viewpoints on controversial issues.
9. Does not represent a personal bias.

Challenged Materials

Objections to a selection of library material may be made despite the care taken to select valuable materials for student and staff use. Schools have the responsibility to lead their students to understand all aspects of their culture and society, the good and the bad. The principles of the freedom to read and of the professional responsibility of the staff rather than the materials must be defended. If a library patron or citizen wishes to have the material formally reconsidered with respect to its place and purpose in the library collection, the steps to be followed are:

1. Provide a copy of the Collection Development Policy.
2. Provide a Citizen's Request for Reconsideration of Instructional Material form, if after reading the Collection Development Policy, the patron still wishes to register a formal complaint.
3. Challenged materials shall not be removed from the collection during the reconsideration process.
4. The complainant may submit the Citizen's Request for Reconsideration of Instructional Material for the building principal.
5. The submitted form will be given to the district Reconsideration of Materials Committee for further process.

Gifts and Memorials

A gift or memorial for a district library media center may consist of materials or of funds for the purchase of materials. Gift additions must meet the same selection criteria as purchased materials.

Maintaining the Collection

1. Duplication. Unless a book is used by more than one subject area, no more than two copies will be ordered or kept with the collection.

2. Deselecting. Deselecting is the process of clearing the collection of those materials which have outlived the usefulness to the library. The American Library Association offers the following guidelines for deselecting material from a collection:
 - a. To give the library media center a reputation for reliability.
 - b. To be able to give the best possible service through a collection of materials of quality.
 - c. To give the library media center a fresh, inviting appearance.
 - d. To have a collection which is up-to-date.
 - e. To remove an outward illusion of a well-stocked media center in the eyes of those that do not use it and may oppose appeals for a better book budget. An annual re-evaluation is the ideal, but certainly every 3 to 4 years is a necessity. The certified library media specialist of the library media center is ultimately responsible for making the final decisions on the deselecting of a material from the library.
3. Replacement. The need for replacement of library material is based on the factors:
 - a. Adequate and accurate information is provided for supplementing the curriculum of common interest.
 - b. Demand for specific titles.
4. Reconsideration. Once an item has been accepted as qualifying under the selection policies and rules, it will not be removed at the request of those who disagree with the decision unless it can be shown to be in violation of these policies and rules. There is a formal procedure for the reconsideration of materials. (See Challenged Materials.)

The library media specialist will be available to discuss the interpretation and application of these selection principles.

NEW POLICY
ADOPTION DATE: FEBRUARY 9, 2005
REVIEW DATE: APRIL 11, 2012