

SELECTION OF LIBRARY MATERIALS

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 has the legal responsibility for providing instructional materials for use in the 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 Glenrock Schools.

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 set forth the philosophy of materials selections 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 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 and aesthetic appreciation, ethical standards, and the fundamental values of honesty, respect, responsibility, sound moral choices, and learning;
3. To provide a background of information which will enable pupils to make intelligent judgments in their daily lives;
4. To provide materials on opposing sides of controversial issues so that young citizens may develop, under 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 principles 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 school libraries correlate with the overall objectives of the schools. In addition to this primary function, the library program contains many areas of instruction, service, and activities. This program is designed so that students can:

1. Derive the fullest benefit from their classroom instruction;
2. Extend 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;
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 derive personal enrichment.

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

Principles of Evaluation and Selection – 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 readability;
2. The librarian shall use reputable, unbiased, and professionally prepared reviewing and selection aides.

Factors influencing selection:

1. Needs of the school:
 - a. Based on curriculum;
 - b. Based on requests from administrators and faculty.
2. Needs of students:
 - a. Based on knowledge of background 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:
 - a. Based on materials already in collection;
 - b. Based on providing an objective view of all sides of an issue.

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 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 meeting the criteria of this policy, or there may be objections to the qualifications of the persons who select the materials in the library media center collection. The procedure to be followed will be as in Policy KLB, Complaints Regarding Instructional Materials.

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