

## LIBRARY MATERIALS SELECTION

### OBJECTIVES OF SELECTION.

The primary objective of the school's educational media center is to complement, enrich, and support the educational program of the school district. It is the duty of the center to provide a wide range of materials on all levels of difficulty, with diversity of appeal, and the presentation of different points of view.

The board of education affirms the following objectives and asserts that the responsibility of the library media center is:

- I. To provide materials that will enrich and support the curriculum, taking into consideration the varied interest, abilities, and maturity levels of the pupils served.
- II. To provide a background of information which will enable pupils to make intelligent judgments in their daily life.
- III. To provide materials on opposing sides of controversial issues so that young citizens may develop under guidance the practice of critical analysis of all media.
- IV. To provide materials representative of the many religious, ethnic, and cultural groups and their contribution to our American heritage.
- V. 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 center.

### RESPONSIBILITY OF SELECTION OF MATERIALS.

The board of education is legally responsible for all matters relating to the operation of the district. The responsibility for the selection of instructional materials is delegated to the professionally trained personnel employed by the school system.

Selection of materials involves many people: the school principal, teachers, supervisors, and the media specialist. The responsibility for coordinating material and making the recommendation for purchase rests with the professionally trained media specialist.

### CRITERIA FOR SELECTION OF INSTRUCTIONAL MATERIALS.

Needs of our school based on knowledge of curriculum and of existing collections are given first consideration.

Materials for purchase are to be considered on the basis of:

- I. Overall purpose.

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- II. Timeliness or permanence.
- III. Importance of the subject matter.
- IV. Quality of the writing production.
- V. Readability and popular appeal.
- VI. Authoritativeness.
- VII. Reputation of the publisher or producer.
- VIII. Reputation and significance of the author, artist, composer, or producer.
- IX. Format and price.

#### PROCEDURES FOR SELECTION.

In selecting materials for purchase, the media specialist is to evaluate the existing collection and may consult:

- I. Reputable, unbiased, professionally prepared selection aids.
- II. Specialists from all departments of all grade levels.
- III. The Media Committee appointed by the superintendent of schools to serve in an advisory capacity in the selection of material. This committee shall be composed of: The school principal, two faculty members, and the media specialist.

In specific areas the media specialist shall follow these procedures:

- I. Gift materials are judged by basic selection standards and are accepted or rejected by these standards.
- II. Multiple items of outstanding and much in demand media are purchased as needed.
- III. Worn or missing standard items are to be replaced periodically.
- IV. Out-of-date or no longer useful materials are withdrawn from the collection.
- V. Sets of materials and materials acquired by subscription are to be examined carefully and purchased only to fill a definite need.
- VI. Salesmen must have permission from the superintendent's office before going into any part of the school.

DISPOSAL OF DISCONTINUED INSTRUCTIONAL MATERIAL.

Non-consumable instructional supplies become surplus to the school district for a variety of reason, among them:

- I. Obsolete - to be replaced by updated material.
- II. Expiration of adoption period.
- III. Torn, soiled or defaced.

Cross Reference:     603   Curriculum Development  
                          1003   Public Examination of District Records