Library Materials Selection Policy C:\Users\ack010273\Pictures\Adams12 Pictures Library\Misc Phtos\AD12logo.gif

**Definition**

Library Materials include:

* print books, magazines, and journals
* electronic books
* subscription databases
* equipment for individual and classroom use (digital cameras, webcams, microphones, tablets, etc)

All library materials are barcoded and catalogued according to guidelines from the Adams12 District Instructional Materials Center using our union catalog, Destiny Library System.

Library materials must be evaluated for removal and inventoried on a regular, systematic basis.

**Purpose**

The purpose of the school library is to build a diverse print and online collection with the goal of providing easily accessible resources in a variety of formats for student and staff use.

The primary objectives in developing a school library collection are:

1. to provide reliable and enriching resources that support curriculum to contribute to student achievement
2. to support the personal interests and reading skills of our students.

**Selection Procedures**

The building principal will delegate responsibility for selection of library resources at each school.

At each school, the Teacher-Librarian or a Selection Committee comprised of building teachers and/or administrators will responsibly select resources for purchase by the library.

The Teacher-Librarian or the Selection Committee will solicit input from building stakeholders (principal, staff, students) when developing a purchase list.

The Teacher-Librarian or Selection Committee will have a comprehensive knowledge of Adams12 curriculum.

The Teacher-Librarian or Selection Committee will purchase print and online materials from a district-approved vendor, unless the vendor cannot provide the desired materials.

**Characteristics of the Collection**

The collection will:

* be balanced to support readers at a variety of reading levels.
* recognize and celebrate diversity.
* provide materials which implement, support, and enrich the curriculum.
* provide materials for students that promote enjoyment of reading.
* reflect a student’s right to study a controversial issue that has political, economic, or social significance, and which allows for critical analysis of issues.
* be appropriate for the maturity and ability of the student population
* include print and electronic resources, as appropriate to each school, for ease of access by students and staff

**Selection Criteria**

Selection of library materials is based upon Superintendent Policy 6230, Instructional Materials. The Teacher-Librarian or Selection Committee will use the following procedures when selecting materials:

1. Consult at least two professional journal reviews to determine appropriateness of the material and subject matter to age group.

\*Professional journals may include but are not limited to: Booklist, School Library Journal, Library Journal, Kirkus Reviews, VOYA, Library Media Connection, Horn Book. Reviews are available from major online book sellers like Amazon and when searching for books using district-approved vendors’ online catalogues.

1. Select the resource in a format (print or online) that best supports student use.
2. When appropriate, consult the school collection development report from district-approved vendors to evaluate the present collection and determine areas in need of materials to support curriculum.
3. When appropriate, consult a district-approved vendor who will provide lists of resources that fit purchase criteria (i.e., new fiction for certain grade levels, science ebooks for certain units or grade levels)

Materials donated or gifted to a school library shall be judged by all guidelines in this policy and shall be accepted or rejected using those guidelines.

**Weeding/Removal of Library Materials**

Library materials must be removed periodically by the Teacher-Librarian, the school Selection Committee, and/or the District Library Coordinator. District suggested guidelines for weeding are the CREW method or MUSTIE method, both of which can be found online. Library materials will be removed for the following reasons:

The materials:

* are in poor condition (dirty, worn, damaged)
* are out of date and/or contain inaccurate information
* no longer meet the curricular needs
* are no longer of interest to students and/or staff as evidenced by circulation statistics

**Challenges to Library Materials**

Should materials chosen in the above manner be challenged, use of the Challenge Procedure (Superintendent Policy 1500, Challenges to Curriculum, Instructional Materials and Acitvities) shall be implemented. It is further suggested that when materials are questioned and challenged:

1. After the initial complaint, the principal will contact the Teacher-Librarian or the District Library Coordinator to gather information about the challenged materials. (Relevant reviews from scholarly journals and holdings of the material in other school libraries at the same level should be considered).
2. The principal will hold a conference with the complainant and the Teacher-Librarian or the District Library Coordinator to discuss the complaint.
3. If resolution is not found, the complainant shall be advised of procedure to file a formal challenge to the material under Superintendent Policy 1500, Challenges to Curriculum, Instructional Materials and Activities.