

# **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 Crook County 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 Crook County 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 reaffirms 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 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 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 all Crook County School Libraries 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 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;
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 invested in the Board of Education. The actual selection of these materials is the responsibility of the certified librarian in charge of the library.

Selection is a cooperative process, which should involve staff and pupils, though the final decisions are vested in the library personnel. Teachers are subject specialists, with the added knowledge of the needs, interests and abilities of their pupils. The library personnel should consult with the staff and secure their assistance in the evaluation of materials. One of the library staff should always attend staff meetings that deal with the school curriculum. Pupils should be encouraged to use bibliographic sources and to make recommendations for materials in which they are interested or which they need.

#### 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 aids.
- 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 a 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.
- D. Unless a book is used by more than one subject area, and on more than one grade level, no more than two copies will be ordered.
- E. Collector's items will not be purchased as such, but out-of-print books about Wyoming history, industry, minerals, flora or fauna will be purchased whenever available at a reasonable cost.
- F. Adult level books, which might be of questionable nature, will be read by a librarian before they are shelved. A committee of teachers, volunteers from most subject areas, will serve as consultants on controversial books, and will be known as the Library Committee. Sensational books will be avoided, but if limited amounts of profanity or unpleasant incidents are used to portray a way of life or a manner of thinking in a realistic fashion, the value of the book will be given consideration. The worth of the book, and the contribution it can make to the curriculum and the philosophy of the school, will determine whether or not it will be purchased.
- G. A professional library is included in the library for the faculty and will be added to periodically on recommendations from faculty and administration.
- H. A collection of filmstrips, transparencies, recordings and picture materials is also maintained and circulated by the Library. This will be added to each year on recommendations from faculty and administration.
- I. Magazines - Magazines are ordered in October for the following year. Only magazines, which are retained in the Library, will be considered as library magazines. Magazines kept in classrooms for over thirty days will be considered as instructional materials for the classroom and will be ordered by building principals. The Readers Guide to Periodical Literature may be used as a selection source, and the magazines listed therein will be kept for five years and then discarded.
- J. Binding of Books - In general books will be purchased in trade bindings if new and untried. If readily available in library binding at small increase in cost, that binding will be ordered. Books, which have been found popular and of permanent value will be ordered in reinforced binding, library binding, or in prebound covers.

#### 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 such book and non-book materials as 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 on a prescribed form. The librarian, principal, or superintendent shall then inform the others involved that such form has been issued;
2. When the completed form is returned, the superintendent will call together the previously appointed review committee to whom 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 in person. 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.
  - d. 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.