

# BUTLER AREA SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: LIBRARY MEDIA MATERIALS  
SELECTION

ADOPTED: April 10, 1995

REVISED: September 17, 2001

<p>1. Purpose SC 803 Title 22 Sec. 4.13</p> <p>2. Delegation of Responsibility</p>	<p style="text-align: center;">109. LIBRARY MEDIA MATERIALS SELECTION</p> <p>The School District recognizes that the student is the center of the instructional program and that all instruction should be tailored to fit a student's developmental pattern of education. All students do not learn things equally well, but all must have an equal opportunity in the pursuit of education.</p> <p>The purpose of our instructional program shall be to develop informed and responsible citizens.</p> <p>It is this philosophy that guides the librarians in the selection of all materials, print and non-print, that are placed in all library/media centers.</p> <p>The librarians are further guided by the philosophy of materials selection set forth in the <u>School Library Bill of Rights for School Library Media Center Programs</u> (approved by the American Association of School Librarians Board of Directors, Atlantic City, 1969).</p> <p>The American Association of School Librarians reaffirms its belief in the Library Bill of Rights of the American Library Association. Media personnel are concerned with generating understanding of American Freedoms through the development of informed and responsible citizens. To this end, the American Association of School Librarians asserts that the responsibility of the school library media center is:</p> <ol style="list-style-type: none"> <li>1. To provide a comprehensive collection of instructional materials selected in compliance with basic written selection principles, and to provide maximum accessibility to those materials.</li> <li>2. To provide materials that will support the curriculum, taking into consideration the individual's needs, the varied interests, abilities, socioeconomic backgrounds, and maturity levels of the students served.</li> <li>3. To provide materials for teachers and students that will encourage growth in knowledge and that will develop literary, cultural, and aesthetic appreciation, and ethical standards.</li> </ol>
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Pol. 105.1	<ol style="list-style-type: none"><li>4. To provide materials which reflect the ideas and beliefs of religious, social, political, historical, and ethnic groups and their contribution to the American and world heritage and culture, thereby enabling students to develop an intellectual integrity in forming judgments.</li><li>5. To provide a written statement, approved by the local Board of School Directors, of the procedures for meeting the challenge of censorship of materials in school library/media centers.</li><li>6. To provide qualified professional personnel to serve teachers and students.</li></ol> <p>To this purpose, the District proposes the following policy for the selection of instructional materials, which includes books, periodicals, pamphlets, and any non-book materials.</p> <ol style="list-style-type: none"><li>1. Although the legal responsibility for the purchase of all library materials, printed and non-printed, is vested in the Board, the final responsibility for the selection of library materials has been delegated to the school librarians of the District.</li><li>2. The librarians will choose materials, printed and non-printed, that are keyed to the curriculum and personal interests and needs of the students and faculty. Librarians will be aided by suggestions from administrators, supervisors, faculty, and students. The individual librarian is responsible for the final evaluation and selection of materials.</li></ol> <p>A listing of all resource materials shall be made available for the information of the parents, for the use of the professional staff, and for the information of the members of the Board and the students.</p> <p><u>Selection Criteria</u></p> <p>Materials are defined as all print and non-print resources in the library for use by students and faculty in which the library/media center is located. The selection of materials is a continuous process which is dependent upon the following criteria:</p> <ol style="list-style-type: none"><li>1. In selecting materials to purchase, the librarian evaluates the existing collection and consults with teachers, coordinators, department chairpersons, supervisors, administrators, and students for recommendations.</li></ol>
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2. The librarians are aided in their selections by reputable, unbiased, and professionally prepared selection tools. Such tools include professional book selection aids, basic general lists, current general lists, special bibliographies for reference materials and for subject fields, and current reviewing media (Basic Book Collection series for elementary, junior, or senior high school libraries; Standard Catalog series; and various book review periodicals, such as School Library Journal and Booklist).
3. Additional purchase suggestions come from interlibrary loan, visits to book exhibits and state examination centers, examination of bookstore stock, publishers' samples seen at conferences, and texts and courses of study approved for use within the School District.
4. Criteria to be considered in final selection of all materials added to the collection include the following:
  - a. Is the material needed by this school?
  - b. Is it among the best of its kind available?
  - c. Does it implement or enrich the course of study?
  - d. Are its contents, vocabulary, and format suitable for the students?
  - e. Does it have literary merit and interest appeal?
  - f. Does it appear in one or more approved lists or in a reviewing media?
  - g. Has some member of the staff read and examined the material and recommended the title for purchase?
  - h. Does it fulfill the responsibility of the school library as expressed in the School Library Bill of Rights for Library Media Programs?
  - i. Does it contribute to a balanced presentation of the subject matter in relation to current holdings?
  - j. Is the value commensurate with the cost?
5. Materials offered to the schools as gifts are accepted with the understanding that they will be evaluated on the basis of the criteria set forth above and only those meeting these standards are added to the collection. Disposal of the remaining materials is left to the discretion of the individual school librarian.

6. Sponsored materials should not only meet the same evaluation standards as any other items being considered for purchase, but the following as well:
  - a. Is the primary purpose of the material to educate rather than promote sales?
  - b. Does the sponsoring concern display more advertising than is acceptable to our selection standards?
7. In specific areas, the librarian follows these procedures:
  - a. Multiple items of outstanding and much in demand media are purchased as needed. These items do not include supplemental text materials.
  - b. Worn or missing standard items are replaced periodically.
  - c. Out-of-date or no longer useful materials are withdrawn from the collection.
  - d. An annual inventory is necessary to accomplish the above procedures and to provide a viable collection.

Discarding Materials

1. Weeding is the process of withdrawing from the collection those materials no longer suitable for use. Bases for weeding are:
  - a. Materials in poor physical condition.
  - b. Materials containing outmoded or obsolete subject content.
  - c. Materials no longer pertinent to the curriculum.
  - d. Materials no longer of student interest.
  - e. Materials superseded by more current information.
  - f. Gifts not appropriate for the library.

Weeding should be a continuous process. When a book, filmstrip, record, study print or other piece of material is too badly worn to be used, it should be withdrawn from the collection and discarded. If the usefulness of the material warrants it, the discarded title should be reordered. It is poor economy to retain editions of required reading that lack eye appeal; if an attractive, new edition is available, it should be bought and the unattractive edition discarded.

109-AP	<p>2. It is recommended that discarded materials not be given to students nor to faculty members nor members of the community. It is better to destroy the discarded materials than to run the risk of having to defend your decision to withdraw the title, which to the uninitiated might seem wasteful and destructive. Destroying discards obviates the possibility of a discarded book inadvertently returning to the collection. The procedure for discarding books is as follows:</p> <ul style="list-style-type: none"><li>a. Cancel the shelf list record of the discarded book. (Retain shelf list cards for all books purchased with Federal monies.)</li><li>b. Destroy the book pocket and card immediately.</li><li>c. If the title being discarded is the last copy and the title is not to be reordered, remove the shelf list and all other catalog cards for this title.</li><li>d. Stamp the work "discard" on the end papers and on the title page.</li><li>e. Package, label, and remove discarded materials immediately.</li><li>f. Indicate on the Inventory Record the number of copies in each category withdrawn from the collection and adjust totals.</li></ul> <p><u>Re-evaluation of Materials</u></p> <p>1. In a democracy, opinions differ and, occasionally, there may be a criticism of even the most carefully selected material. For the District to consider properly and reply to any protest regarding recommended or adopted materials, these procedures shall be followed:</p> <ul style="list-style-type: none"><li>a. The initiator of the request for re-evaluation should be referred to the librarian who can give the background to the selection.</li><li>b. If this does not solve the problem, invite the person to submit a re-evaluation request on a form that will be sent to him/her by the school.</li><li>c. Upon receipt of the "Request for Re-evaluation of Library Materials" form, the principal will appoint a Re-evaluation Committee to reconsider the library materials in question. The initiator of the reevaluation request should be given the opportunity to meet with the committee.</li></ul>
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	<ul style="list-style-type: none"><li>(1) In the elementary schools, the Re-evaluation Committee shall consist of the Assistant Superintendent K-6, building principal, librarian, library department chairperson, one primary teacher, and one intermediate teacher. The committee shall obtain the opinions of at least two (2) students who have used the materials in question.</li><li>(2) In the secondary schools, the Re-evaluation Committee shall consist of the Assistant Superintendent 7-12, building principal, librarian, library department chairperson, department chairperson, at least two (2) other members of the department involved, one (1) additional staff member outside the department, and two (2) students.</li></ul> <p>d. The committee should have reread the work in the light of the re-evaluation request before meeting. The committee, within thirty (30) school days, must then reach its conclusions. The conclusions will be reported to the principal via the "Library Materials Re-evaluation" form. The material in question shall remain in use until the decision is made.</p> <p>e. The Assistant Superintendent (K-6 or 7-12) will advise, in writing, the initiator of the re-evaluation request, the Superintendent, building principals, and all librarians of the Re-evaluation Committee's decision and the disposition of the library materials.</p> <ul style="list-style-type: none"><li>(1) In answering the re-evaluation request, explain the book selection system, give the guidelines used for the selections, and cite authorities used in reaching decision. When the committee decides to keep the library materials that caused the request, explain why (why the theme of the work is good and why it teaches something of value to the students).</li><li>(2) If the re-evaluation request is valid, acknowledge it and make the suggested changes.</li></ul> <p>f. A record of all proceedings will be filed in the Superintendent's office.</p> <p>g. The decision regarding any library material reviewed shall stand for a period of two (2) years.</p> <p>h. If desired, the initiator of the re-evaluation request may appeal to the Superintendent as a final step.</p>
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