

LIBRARY MEDIA CENTERS

Criteria For Selection

The following criteria shall be considered in evaluating proposed library materials:

1. Is the material needed in this school?
2. Is it among the best of its kind available?
3. Does it contribute to our course of study?
4. Is the format suitable for the grade for which it is to be used?
5. Will it appeal to the students for whom it is intended?
6. Does it have literary merit?
7. Does it fulfill the responsibility of the school library as expressed in the School Library Bill of Rights?

Gifts may be accepted only by the Board of Education. Material offered as gifts are accepted with the understanding that they will be evaluated on the basis of the criteria set forth for selection, and only those meeting these standards will be added.

Application of Criteria

Library material selection shall be a cooperative, continuing process in which administrators, teachers, librarians, library technicians, and students participate. The basic factors influencing selection shall be curriculum, reading, interests, abilities, and the backgrounds of the students using the libraries. Faculty members are encouraged to take an interest in the whole library and suggest materials for acquisition within the framework of the above objectives. The librarian or administrator in schools without a credentialed librarian, is responsible for the selection of reference material and for maintaining a balance between the various subject areas and between standard and current works. The library staff is responsible for providing standard library tools and bibliographies to aid in selection and routing information about new publications to faculty members concerned.

Basic References

The following authorities shall be consulted in the selection of library materials:

1. Publications by:
 - a. The American Library Association

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- b. National Education Association
 - c. National Council of Teachers of English
 - d. H.W. Wilson Company
 - e. Other professional organizations
2. Selective lists:
- a. H.W. Wilson Company- Children's Catalog and Supplements
 - b. H.W. Wilson Company- Middle and Junior High School Catalog and Supplements
 - c. H.W. Wilson Company- Senior High School Library Catalog and Supplements
3. Current reviewing media:
- a. Booklist and Subscription Books Bulletin
 - b. English Journal
 - c. National Education Association Journal
 - d. School Library Journal
 - e. University of Chicago Bulletin of the Center for Children's Books
 - f. Wilson Library Bulletin
 - g. Current magazines of recognized merit
 - h. Professional magazines from subject departments
 - i. Library Journal/School Library Journal Previews
4. Additional suggestions may come from exchange of materials with neighboring school libraries, visits to book exhibits and displays, examination of book store stock, publishers' samples, reading lists from other school systems, various courses of study, teachers, students, Parent-Teacher Associations, other educational organizations, and individuals of the community.

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Grievance Procedures

The suitability of particular books or other materials may be questioned. Such cases shall be handled by the following procedures:

1. All criticism shall be presented in writing to the district Superintendent and shall include the author, title, publisher, page number of each item to which objection is being made, the reasons for the objections, and signature and address of the complainant.
2. The material in question shall be reviewed by a Board of five persons composed of the district librarian coordinator, the building librarian or principal of the school involved, a teacher who is an authority on the concepts contained in the book, a competent lay person, and a member of the Board. The Board shall select its own representative. The remaining members shall be selected by the Superintendent. The material shall be considered with the special objections in mind. The complainant shall be invited to the review session to share concerns. The report of this board shall be completed within seven days and submitted directly to the Superintendent and the complainant.