

Book	Administrative Policies
Section	Section I: Instruction
Title	Selection of Library Media Center Materials Procedure
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The purpose of the school library collection is to support the District's mission and vision by providing access to a wide variety of resources, including print materials, online databases and other digital resources that are aligned to the Colorado academic standards or in field (CTE) standards. Additionally, the school library collection shall support the American Association of School Libraries (AASL) Standards Framework by providing students opportunities to explore personal and academic interests. As noted by AASL, "...school libraries are instrumental in fostering literacy and teaching inquiry skills to support lifelong learning" (AASL 2018, 54).

Responsibility for Selection and Weeding of Library Materials

The authority for the selection and weeding of library materials rests with certified library/media personnel, principals or principal's designee, and/or Learning Services personnel.

A. The following are the objectives for the selection of materials:

1. to provide staff and students with materials that enrich and support the curriculum and meet the District's educational objectives;
2. to provide students with a wide range of educational materials on all levels of difficulty and in a variety of formats, with diversity of appeal, and different points of view;
3. to present various perspectives, giving students an opportunity to develop critical thinking and analytical skills resulting in informed decisions;
4. to reflect a variety of formats, including up-to-date, high quality, varied literature to develop and strengthen a love and appreciation for reading; and
5. to provide a balanced collection of library materials that allow for critical thinking about controversial topics (religion, government, politics, current events, etc.).

B. The process of selection and weeding of library materials includes:

1. Review of existing library materials, Colorado academic standards or in-field (CTE) standards, student needs and interests, and resources available and relevant in the marketplace.
 2. Prior to selection, recommendations from students, staff, and curriculum content teams shall be sought and considered.
- C. The certified library/media personnel, principal or principal's designee, and/or Learning Services personnel, using the criteria in this procedure, have shared authority for selecting and weeding library materials. In the selection and weeding process, the following criteria will be used:
1. Be appropriate for the age, emotional development, ability level, language levels, and for the social, emotional, and intellectual development of the students for whom the materials are selected;
 2. Provide a global perspective, foster respect for all people, and promote diversity by including materials by authors and illustrators of a variety of cultures and backgrounds;
 3. Be readily found and supported in reviews and recommendations of standard selection sources, including professional journal reviews and award lists;
 4. Demonstrate the validity, accuracy, and appropriateness of the material, particularly for nonfiction;
 5. Contribute to the breadth of materials for students to study issues that have political, economic, or social significance and represent differing viewpoints on controversial issues and allow for critical analysis of issues;
 6. Exhibit a high degree of potential user appeal and interest, including recommendations from digital literacy partners, district personnel, students and staff;
 7. Meet high standards in literary, artistic, and aesthetic quality;
 8. Demonstrate physical format, appearance, and durability commensurate with cost and/or need; and
 9. Despite its inclusion of content or language that may be considered offensive—graphic depictions of violence or sex, for example—the relative literary value of the material as a whole outweighs its potential to offend.
- D. Materials donated or gifted to a school library shall be accepted or rejected using the criteria outlined above.

Procedure for Selection and Weeding

- A. In selecting and weeding library materials for purchase, the certified library/media personnel, principal or principal's designee, and/or Learning Services personnel will review existing library materials for strengths and weaknesses in the collection based on the Colorado academic standards or in field (CTE) standards, student needs and interests, and resources available and relevant in the marketplace.
- B. Periodically, the certified library/media personnel, principal or principal's designee, and/or Learning Services personnel will conduct an inventory of the school library collection and equipment. The inventory can be used to guide the selection and weeding process aligned to established criteria and objectives outlined in this policy.
- C. Additionally, the certified library/media personnel, principal or principal's designee, and/or Learning Services personnel will consider professional guidelines such as copyright, physical condition, number of circulations, format of materials (print/digital), and duplicate copies.
- D. Material that might not be weeded may include:
 - i. Research value – good photos
 - ii. Out of print

- iii. Local title
- iv. Unusual illustrations
- v. Balance of topics
- vi. Rare items
- vii. Core collection

Family Choice and Engagement Opportunities

Family Choice and Engagement Tools in the ASD20 Destiny Library Catalog Access the Destiny Discover Library Catalog Together

Accessing Destiny Discover with your child opens opportunities to:

- Share what you love about reading and model how to narrow choices when exploring the library catalog.
- Consider what genres, authors and topics are family favorites.
- Discuss what your child can read independently and what you want to read together.
- Demonstrate the value we place on reading and literacy to build lifelong readers!

Ways to Access Destiny Discover

All Students - Login Through Your School's Website

- All school websites include a library webpage. The library page for all schools can be found at **[yourschool].asd20.org/library/**. For example, <https://dccelementary.asd20.org/library/>
- Use the "**Browse Our Library**" button in the page header to search the catalog.
- Students log into Destiny Discover at the upper right corner to access their account. They can use Clever, Academy District 20 Azure AD, or student ID number and password depending on the level of your school.

After successfully logging in, "Hi, (student's name)" will appear in the top right corner of the Destiny Discover window.

Choosing to Limit Access to ASD20 Information Platforms for My Child

Parents/guardians are the best guides for their own children. Support your child in selecting great books by using the strategies above for title searching and creating Destiny Collections as a family. In the event your child brings home a book that is not a good fit at this time, please return the book to the library and exchange it for a new title.

For a variety of reasons, parents/guardians may want to limit access to information platforms. Make an appointment with your librarian or administrator to discuss the educational implications for your child.

Adjusting My Child's Access to School Library Resources

Additionally, parents and guardians may choose to limit access to library materials as they see appropriate for their own child. Families that do not wish for their child to checkout items from their school's library can contact their school librarian and request to have their account blocked.

Limiting access on a student's library accounts means that the student will still be able to check out textbooks and devices at school but will not be able to check out any library materials in Destiny (print books, ebooks, audiobooks) or Sora (eBooks, audiobooks). A note will be placed in your child's account in Destiny documenting your family's request. PowerPass access through Pikes Peak Library District can also be adjusted at parent/guardian written request.

Because these adjustments do not expire, we encourage families to revisit these requests annually. Changes in access to library materials must be communicated in writing to the school librarian.

Adjusting Access to Young Adult Titles for Middle School Students

Read the article on Young Adult (YA) Literature at [ASD20.org](https://www.asd20.org) or on any ASD20 middle school library page to learn more about what makes YA titles unique for middle school students and how families can adjust access to these titles for their middle school student, if desired.

Adjusting Access through the ASD20 Technology User Agreement in Infinite Campus

Parents/Guardians acknowledge their student's access to digital resources by signing the ASD20 Technology User Agreement. You can review your child's access and the "limited access" option by logging into your Infinite Campus Parent Login and opening the Agreements tab. This greatly impacts your student's learning experience.

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