

Book	Administrative Policies
Section	Section I: Instruction
Title	Selection of Library Media Center Materials Procedure
Code	IJL R 1
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Responsibility for Selection of Library Materials

While selection of materials may involve many people (administration, teachers, staff, students, parents, and community persons), the responsibility for coordinating the selection of most instructional materials and making the recommendation for purchase rests with certified media personnel, principals, or supervisors. For the purpose of this rule, the term teacher librarian includes certified and classified librarians as well as other appropriate staff members responsible for selection of media.

Selection of Materials

A. The following criteria will be used as they apply:

1. Materials shall support and be consistent with the general educational goals of the district and the district content standards, benchmarks and expectations, and will meet the informational and interest needs of students.
2. Materials shall be appropriate for the subject area and for the age, emotional development, ability level, and social development of the students for whom the materials are selected.
3. Materials shall be selected that will present facts in an objective manner.
4. Literary quality, technical merit, formatting and page layout, and aesthetic characteristics should be considered as integral components in the evaluation of all media formats for selection.
5. Materials shall be chosen to foster respect for all people, and shall realistically represent our pluralistic society. Materials shall provide a global perspective and support diversity, equity and inclusion.
6. Library materials should be free of bias and stereotype. Library materials concerning religious, economic, social, and political content should inform rather than indoctrinate.
7. Materials shall be selected for their strengths rather than rejected for their weaknesses.
8. Library media materials should be available in a variety of formats, e.g. print, nonprint, electronic, multimedia, to meet the needs and learning styles of a diverse student population.
9. The selection of materials on controversial issues will be directed toward maintaining a balanced collection representing various views.
10. Selection of materials will reflect placing principle above personal opinion and reason above prejudice in order to assure a high quality, comprehensive collection appropriate to the school community.

Procedure for Selection

A. In selecting materials for purchase for the media center, the teacher librarian, principal, or other trained staff members will evaluate the existing collection and the curriculum needs and will consult reputable, professionally prepared selection

aids and other appropriate sources. For the purpose of this rule the term "media" includes all materials considered part of the library collection (if any) which are not text materials.

B. Selection is an ongoing process which shall include the removal of materials no longer appropriate and the replacement of lost and worn materials still of educational value. Selections are:

- consistent with Board Ends 1.1 and 1.2;
- age appropriate and developmentally appropriate for intended students; and,
- consistent with policy IMB and procedure IMB R that address controversial issues.

C. Selections are forwarded to the principal for approval.

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