

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 considered:

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

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