

Instruction

Material Selection Policy for School Libraries

I. Purpose of the Material Selection Policy

The purpose of the material selection policy is to guide, support, and enhance the school's curriculum and reading and literacy programs. The policy will serve to inform the School Board and the general public about the policies and procedures of the library media center as it pertains to the selection of materials in all formats.

II. Mission Statement

The mission of the school library media center is to meet the informational, educational, and recreational needs of the students. The goal of the program is to develop lifelong learners by using technology, promoting resource based learning and Connecticut Core Standards, developing information literacy skills, and fostering a love of reading. In order to achieve these goals, the library media center is committed to working collaboratively with all staff involved in teaching students. The primary focus of the library media center's collection and information services is to provide the most current resources to complement the curriculum.

III. Vision Statement

The school library media center will integrate the curriculum into the library/media program. Personnel will strive to achieve intellectual freedom for all students and ensure that they become lifelong learners. The library media center will be at the hub of teaching and learning. The library media center will provide technology resources and teach the skills needed for students and teachers to become effective users of ideas and information.

IV. Material Selection

The primary responsibility for material selection rests with the library media specialist. Materials will be selected for the enrichment and enlightenment of the school, to support and supplement the curriculum, and the goals of the school and the district. Teachers and administrators may suggest items to support the curriculum or enhance the collection. These suggestions will be proactively solicited by the school library media specialist. Materials will be selected without bias toward ethnicity, point of view, religion, or political affiliation/viewpoint. Every attempt will be made to provide a balanced collection with priority given to curriculum standards.

Materials will be provided in a variety of formats. Selection criteria will include literary excellence, content, accuracy, relevance to curriculum, and relationship to the total collection. The school library media center also recognizes its obligation to provide materials that reflect the current interests of students and will encourage them to read and explore information sources.

Instruction

Material Selection Policy for School Libraries (continued)

V. Tools for Selection of Materials

Selection of materials is primarily made through the use of professional journals and books including but not limited to: *School Library Journal*, *Booklist*, *Hornbook*, *Wilson High School Catalog*, *Teacher Librarian*, *Library Media Connection* and *Book Links*.

VI. Gifts

The Board of Education may accept gifts on behalf of the library media center. In determining whether a gift is to be accepted into the collection, the same standards are applied as outlined in the selection policy for an item to purchase. The District cannot give a dollar valuation for such gifts, but can provide the donor with a statement of the number and type of materials donated. See Appendix E Stafford Public Schools Gift Receipt.

VII. Weeding of Collection

CREW:

The criterion for weeding library media is *The CREW Method: Expanded Guidelines for Collection Evaluation and Weeding for Small and Medium-Sized Libraries*. In using the CREW method the following ten points are considered prior to removing items from the school library media center collection:

1. Relevance to curriculum
2. Copyright date
3. Condition of material (minimum of seven years old)
4. Date last circulated
5. Enduring value (classics, rare books, etc.)
6. Reading/interest level
7. Authoritative writing
8. Bias/stereotypes
9. Recommended in current selection tool and/or other review sources
10. Local interest/community needs

Moreover, books removed from the collection are checked against professional journals and books for relevancy before finally being removed. Books will then be offered to staff for classroom use. When relocation of weeded books is not possible, books may be recycled. In accordance with Board policy, once determined to no longer be of use to the district, the Superintendent will return the materials to the Town by means of an

Instruction

Material Selection Policy for School Libraries (continued)

inventory list. If the Town does not want these books, materials, or equipment, the Superintendent may dispose of them as detailed below.

Books, equipment and supplies may not be sold directly to individuals. Any proceeds from disposition of equipment or supplies shall be deposited in the town general fund.

The Board of Education may, upon recommendation of the Superintendent of Schools, authorize the disbursement or destruction of outdated books which are no longer useful to the educational program, provided that such books are a minimum of seven years old and have been determined obsolete by the professional administrative staff.

When books are sold either to used book vendors or shredders, this money must be returned to the Town general fund.

VIII. Controversial Materials

The library media center does not advocate particular beliefs or views. Selections are made based on the mission of the library. The library will provide materials on different viewpoints.

The public may have an issue with an item in the collection. Anyone wishing to express his or her concern will be asked to follow the procedure outlined in Board of Education Policy 6161.

IX. Replacement of Lost Damaged or Stolen Items

(See Stafford Board of Education Policy number 6161.21)

X. Intellectual Freedom

The collection development policy was formulated based on the library/media center's endorsement of the *Library Bill of Rights*, *Freedom to Read Statement*, *Code of Ethics and Free Access to Libraries for Minors*.

- Appendix A Library Bill of Rights
- Appendix B The Freedom to Read Statement
- Appendix C Access to Library Resources and Services for Minors
- Appendix D American Library Association Code of Ethics
- Appendix E Stafford Public Schools Gift Receipt

(c.f. 3260 – Sales & Disposal of Books, Equipment & Supplies)

(c.f. 3280 – Gift, Grants and Bequests)

Instruction

Material Selection Policy for School Libraries (continued)

Legal Reference: Connecticut General Statutes
10-220 Duties of boards of education.
10-240 Control of schools.
10-241 Powers of school districts.

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STAFFORD PUBLIC SCHOOLS
Stafford, Connecticut