

Instruction

Selection of Library/Media Center Materials

The objectives of the selection procedures are to provide materials that:

1. Contribute to high moral standards, to stimulate intellectual curiosity, and satisfy informational, cultural, and recreational reading needs of youth.
2. Enrich and support the curriculum.
3. Take into consideration the varied interests, abilities and maturity levels of the students served.
4. Stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards.
5. Give a background of information which will enable students to make intelligent judgments in their daily life.
6. Give opposing points of view of controversial issues so that young people may develop, under guidance, the practice of critical reading and thinking.
7. Represent many religions, ethnic, and cultural groups and their contribution to our American heritage.

Responsibilities for Selection

1. Legal responsibility for the establishment and maintenance of the school library resides with the governing board. (E.C. 18100 et. seq.).
2. The selection of library materials is the delegated responsibility of the professional library staff and administrators who are familiar with the courses of study, the methods of teaching, and the varying needs of the students attending the schools.
3. In the intermediate and high schools, this responsibility rests with the principal and the credentialed librarian. In the elementary schools, responsibility rests with the principal.

Criteria for Selection

1. The chief criteria of selection are the suitability and desirability of the subject matter for the student.
 - a. Materials must be accurate and reliable.
 - b. Information must be authoritative.
 - c. Materials should be timely and/or of permanent value.

2. Materials should meet the study needs and reading interests of the students.
3. Materials should fill the needs and plans of staff and curriculum.
4. Authors should be competent and qualified in the field.
5. Publishers should be reputable.
6. The collection should reflect diverse points of view.
7. Vocabulary, sentence structure, readability, and popular appeal should be considered.
8. Evaluation for purchase should include the consideration of price in view of its overall value to all students.
9. Evaluation of print materials should include consideration of appearance, size, paper, binding, margin, print, durability, and illustrations.
10. Evaluation of audio-visual media should include consideration of photographic quality, clarity and fidelity of recording and durability.

Sources Used in Selecting Materials

1. Evaluative agencies
 - a. American Library Association
 - b. H. W. Wilson Company
 - c. National Education Association
 - d. R. R. Bowker Company
 - e. National Council of Teachers of English
 - f. Association for Childhood Education
 - g. Children's Book Council
 - h. Specialized-subject professional organizations
2. Selective publications
 - a. Children's Catalog
 - b. Junior High School Library Catalog
 - c. Senior High School Library Catalog
 - d. Fiction Catalog
 - e. Elementary School Library Collection
 - f. Selective books and lists which reflect school library standards
 - g. Bibliographies published by California State Department of Education
3. Current reviewing media
 - a. Booklist and Subscription Books Bulletin
 - b. Wilson Library Bulletin
 - c. School Library Journal
 - d. Horn Book
 - e. Bulletin of the Children's Book Center

Current reviewing media (continued)

- f. Media & Methods
 - g. Professional magazines from recognized subject fields
 - h. U. S. Government Selected Publications
 - i. Current magazines and trade reviewing media generally recognized and accepted by librarians
4. Available material suggestions
- a. Courses of study
 - b. Staff and student requests
 - c. Bibliographies
 - d. Personal examination of materials; publishers' samples, displays, etc.

Procedure for Handling Challenged or Questioned Material

Since opinions may differ in any American community, the following steps shall be observed in recognizing such differences in an impartial and factual manner. The following steps should be followed:

1. All criticism of library materials shall be presented in writing on the form entitled, "Comments Concerning Library Materials."
 - a. Copies of the form shall be available in each school and in each library.
 - b. Normally, the form should be filed with the Superintendent; however, if it is filed at the local school, the Superintendent should be notified so he is aware of the action and may begin the review process.

Materials will not be removed from the shelf until a final decision is made.

2. When the form is received, the Superintendent of Schools or designee shall appoint a committee within the District to re-evaluate the materials questioned and to make recommendations concerning them. In the secondary schools, the committee shall consist of one secondary school site administrator, the District Librarian, one secondary certificated librarian, and one secondary teacher of permanent status. In addition, a parent of a secondary student will be selected to meet with the committee whenever it convenes.

In the elementary schools, this committee shall consist of one elementary school site administrator, the District librarian, one library technician, one parent of an elementary student and one elementary classroom teacher of permanent status.

3. The District librarian will notify all secondary librarians of any concerns filed and of their ultimate resolution.

4. When a form is filed, the committee will review the concern and the material, and a report shall be completed as soon as possible and submitted to the Superintendent or his designee. The report may recommend (a) removal of the book or materials from the library, or (b) retention of the book or materials on the library shelves, or (c) restricted use of the book or materials.
5. The Superintendent or his designee will notify the person filing the concern of his findings and decision. If the concerned person appeals the Superintendent's decision to the Board of Education, the Superintendent will give his recommendations to the Board of Education for final decision.

Approved: (9-76 9-83 10-83 5-90) 11-02 Santa Ana, CA