

# INDEPENDENT SCHOOL DISTRICT #877 POLICY

## Buffalo-Hanover-Montrose

INDEX TITLE Education Programs SERIES NO. 600  
Library Media and Classroom Library  
POLICY TITLE Materials Selection CODE NO. 606.2

### I. PURPOSE

The purpose of this policy is to provide direction for selection of library media and classroom library materials.

### II. GENERAL STATEMENT OF POLICY

The school board recognizes that selection of library media and classroom library materials is a vital component of the school district's curriculum. The school board also recognizes that it has the authority to make final decisions on selection of all library materials.

### III. RESPONSIBILITY FOR SELECTION OF MATERIALS

While the school board retains its authority to make final decisions on the selection of library materials used in the schools, the school board recognizes the expertise of the professional staff and the need for them to be involved in the recommendation of library materials. Accordingly, the school board delegates the selection of library media center materials to the building principal. Teachers, instructional and curriculum facilitators, principals and students are called upon for their ideas regarding specific materials needed in a field of specialization.

### IV. CRITERIA FOR SELECTION OF EDUCATIONAL MATERIALS

Needs of the individual school, based on knowledge of the curriculum and the existing collections are given first consideration.

Materials for purchase are considered on the basis of:

1. Appropriateness of content for student age group
2. Usefulness of content
3. Appropriateness of perspectives and thematic elements for the group of students being served
4. Quality, accuracy, objectivity and currency of information
5. Organization and presentation of content
6. Degree of readability and/or comprehensibility
7. Degree of potential user appeal
8. Artistic quality and/or literary style
9. Quality of format
10. Values commensurate with cost and/or needs
11. Individuality of item regardless of series

## V. PROCEDURES FOR SELECTION

In selecting media materials for purchase, the building principal and/or designee(s) will evaluate the existing collection and consult reputable, unbiased, professionally prepared selection aids and specialists from all applicable departments and/or all grade levels. Additional considerations to be made by the library media specialist include:

1. Purchasing, as needed, multiple copies of outstanding and high-demand materials
2. Carefully examining sets of media materials before purchasing

## VI. REVIEW SOURCES

Staff will consult at least two of the following review sources:

1. American Library Association
2. Bulletin of the Center for Children's Books
3. Common Sense Media
4. Horn Book
5. Library Journal
6. Library Media Connection
7. Publishers Weekly
8. School Library Journal

## VII. DONATIONS

Materials donated to the library media center should be selected or rejected based upon the selection criteria defined in this policy.

## VIII. PROCEDURES FOR WITHDRAWAL OF LIBRARY MEDIA CENTER MATERIALS

Collection development is an ongoing process which also includes removal of materials that no longer contribute to the overall goals of an informative, interesting and accurate collection. Library media specialists, in conjunction with appropriate faculty will at least annually review the library media center collection and remove materials that:

1. Contain outdated or inaccurate information
2. Are no longer considered useful for curricular support or reading enrichment
3. Have not been checked out for an extended period of time
4. Are in poor physical condition

**Administrative Offices**  
**Buffalo, Minnesota 55313**

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