

Library Materials Selection and Adoption

Selection responsibility

The responsibility for the selection of SLMC materials is delegated to media staff employed by the school district. The responsibility for coordinating the selection of materials and making recommendations for purchase rests with the media staff and shall be completed in accordance with the SLMC's budget.

Selection tools

Selection tools may include, but are not limited to the following:

Reviews from professional library journals such as *The School Library Journal*, *Horn Book*, *VOYA*, *Book Report*, etc.
Children's Catalog, *Middle School and Junior High School Library Catalog*, *Senior High School Library Catalog*, and other standard professional resources
Student, faculty and administrative recommendations
Collection assessment
Deselecting/replacement schedules
Interlibrary loan requests
Lists of award-winning and notable resources
Preview material

Deselecting of SLMC resources

Responsibility for deselecting (also known as weeding) is the responsibility of the media center staff. This activity is necessary to provide up-to-date, accurate and attractive resources and to provide space for new acquisitions. Trained volunteers may assist with this procedure under the guidance of the media staff.

Materials may be reviewed on an annual or ongoing basis. The CREW Method (Continuous Review Evaluation and Weeding) guidelines will serve as one resource for deselecting materials from the collection.

Disposal of discarded materials

The library staff will dispose of weeded materials in one of the following ways:

1. Consult district policy DN, School Properties Disposition.
2. Sell/donate materials to teachers, students and/or to a public/private entity through book sales.
3. Recycle it by donating materials to a charitable institution or to another library.
4. Trade it if possible with another library.
5. Destroy materials by dumping in the dumpster or incinerating.

Approved: April 24, 2000
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CROSS REFS.:

Administration policies:

DN, School Properties Disposition

KEC, Public Concerns/Complaints about Instructional Resources