

Library Materials Selection and Adoption

Library material selection shall be a continuing process in which administrators, parent groups, teachers and students are encouraged to participate. The basic factors influencing selection shall be the district curriculum, reading interests and the abilities and background of students using the library. All materials selected for purchase shall be approved by the administrators and school librarians. Recognized reviewing aids shall be used in the selection of library materials.

Collection objectives

The school library media center (SLMC) will:

1. Provide books, periodicals, audio-visual, technological services and other resource material necessary to a student to help support his/her curriculum pattern at his/her level of ability, maturity and interest.
2. Provide curriculum materials that will help the student grow intellectually, spiritually, socially and emotionally.
3. Provide materials from various backgrounds of religion, race and culture so that by their contact with these materials, students may be exposed to a variety of perspectives that will help them grow intellectually.
4. Provide reading/research materials on current/controversial subjects that will represent various opinions in order to enable students to make informed, unbiased and well thought out opinions.
5. Provide materials to promote reading and to assist students, faculty and administration in meeting education content standards.
6. As a Nexus library, a library without walls, participate in obtaining off-site resources to meet the needs of its users and share its resources with other libraries and SLMCs through a courier; adhere to the Colorado Interlibrary Loan guidelines; and participate in the Colorado Library Card.
7. Participate in cooperative collection development as part of the Colorado Nexus project. Activities will include the analysis of the current collection, growth and use trends, and the planning, acquisition and sharing of future materials and resources. Subject areas of emphasis will be determined in the individual SLMCs and a regional analysis of collections will provide a framework for future activities.

Criteria for selection of materials

General criteria (not in priority order) used for selecting materials may include:

Suitability of subject, style and level for the intended audience
Positive reviews in professional journals
Suitability of physical format for media center use
Reputation of the author, artist, publisher, etc.
Timeliness or permanence of the material
Relevance to curriculum needs
Availability and accessibility of the same resources through regional or statewide networks

Space and budgetary considerations

Need for information or resources in a subject area
Requests from faculty, students and administration
State standards

Nonfiction criteria (not in priority order) may include:

Accuracy, objectivity and timeliness of the information
Educational presentation of materials
Presentation of differing perspectives
Logic and clarity of presentation
Appropriate depth of coverage for intended purpose
Award winner/notable resource
Supports established curriculum

Fiction criteria (not in priority order) may include:

Literary and artistic merit
Originality
Award winner/notable resource
Educational and entertainment value
Curriculum

Electronic resources criteria (not in priority order) may include:

Scope and depth of material
Ease of use by students, teachers and staff
Ability to network
Vendor support
Budget
Non-print materials
Teacher/student requests
Budget
Helpfulness in meeting curriculum standards

Gifts and donations

The SLMC welcomes gifts of books and other useful materials. Gifts will be accepted with the understanding that the SLMC staff will evaluate the usefulness of each item in accordance with the criteria established for the selection of new materials. Resources that do not meet criteria for selection may be traded, sold, given away or discarded. The SLMC will not guarantee that any resource will be kept permanently.

Adopted by the Board: May 1995
Revised by the Board: April 24, 2000
Revised by the Board: December, 2005

LEGAL REFS.: C.R.S. 22-32-110 (1)(r)
20 U.S.C. §1232h (*protection of pupil rights*)

CROSS REFS.:

Administration policies:

IJ, Instructional Resources and Materials

KEC, Public Concerns/Complaints about Instructional Resources

Board policies:

EL-6, Educational Program

EL-7, Instructional Materials Selection and Adoption