

I. General Statement

The success of the School Media Center in meeting the needs of the pupils and teachers depends to a great extent upon the size of the center, range and quality of the books, audio-visual, and other resource materials available to students. The foremost consideration of any material for a media center is whether it contributes to the fulfillment of the curriculum and meets the individual needs of the pupils and teachers of the particular school. These criteria may be applied in the selection of books or any other materials for purchase, or for determining whether the materials now on the shelves should be removed. This judgment shall be made by the certified librarian or audio-visual person in consultation with the teachers and administrators.

II. Selection and Evaluation of Materials

A. The word "materials" as used in this policy statement, includes: printed media such as books, periodicals, pamphlets, pictures, maps, newspapers, etc., and non-printed materials such as films, recordings, filmstrips, audio tapes, video tapes, transparency materials, computer software, etc. and all other materials which are used by the pupils and faculty in fulfilling the curriculum requirements of the school in which the Media Center is located.

B. The selection of materials is a continuous process because of the changing curriculum content and the publishing of new materials. The selection process is as follows:

1. Materials are selected by qualified representative personnel consisting of librarians, teachers, coordinators and administrators through individual and committee study and recommendations.
2. The librarians, technology personnel, teachers and administrators shall be aided in their selections by the various standard lists and book catalogs approved by the American Library Association and the State Department of Public Instruction.

C. The following criteria shall apply:

1. Materials shall support and be consistent with the general educational goals of the District and the objectives of specific courses and classes.
2. Materials shall be appropriate for the subject area and for the age, emotional development, ability level and social development of the student for whom the materials are selected.

3. Materials shall be selected on the basis of aesthetics, significance and social value for a student body with a wide range of reading ability, background, taste and maturity.
4. Materials chosen shall be by competent and qualified authors and producers and shall meet high standards of quality in factual content and presentation.
5. Materials shall be selected for their strengths rather than rejected for their weaknesses.
6. The selection of materials on political theories and ideologies or on public issues shall be directed toward maintaining a balanced collection representing various viewpoints.
7. Materials shall be chosen to foster understanding of and respect for minority groups, women and ethnic groups, and shall realistically represent a pluralistic society, along with the roles and lifestyles open to both men and women in today's world. Materials shall be designed to help students gain an understanding and awareness of the many important contributions made to society by minority and ethnic groups and women. Materials shall clarify the multiple historical and contemporary forces which have operated to the advantage or disadvantage of minority and ethnic groups and women. Materials shall be designed to motivate students and staff to examine their attitudes and behaviors and to comprehend their duties, responsibilities, rights and privileges as participating citizens in a pluralistic, non-sexist society.
8. Materials on religion shall be chosen to explain rather than convince and shall be selected to represent the field as widely as is necessary for student interests and curricular needs.
9. In a literary work of established quality, the use of profanity or the treatment of sex shall not be an adequate reason for eliminating the work from the school.
10. Materials on sex education, physiology, physical maturation and personal hygiene shall be selected with the maturity level of the students in mind, as well as accuracy and good taste of the presentation.
11. Biased or slanted materials may be provided to meet the specific curriculum objectives.

D. Procedures for Selection

1. In selecting materials, the professional staff shall evaluate the resources in relation to curricular needs and shall make selections from

recommended standard lists, reputable selection and reviewing aides or after direct inspection and evaluation.

2. Staff and student requests for library materials shall be solicited and honored if they are consistent with the criteria and principles set forth in these guidelines.
3. The criteria for selection which govern regular purchases shall also be applied to gifts.
4. Selection shall be an ongoing process which should include the removal of materials no longer appropriate and the replacement of lost and worn materials still of educational value.

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