

LIBRARY MATERIALS SELECTION

The Board of Education, as the governing body of the school district, is legally responsible for the selection of library materials, including the selection and approval of printed and non-printed materials for its use. Since the Board is primarily a policy-making body, it delegates to the following professional personnel of the District the authority for the selection of materials: teachers, principals, librarians, etc., under the leadership of the Superintendent of Schools.

In order to provide the Superintendent and his/her staff with guidance in the acquisition of instructional resource materials such as library books, references, audiovisuals, maps, etc., the Board endorses guidelines approved by the American Library Association that such resources:

1. provide information that will enrich and support the curriculum, taking into consideration the varied interests, abilities, and maturity levels of the students served;
2. provide information that will stimulate growth in factual knowledge, literary appreciation aesthetic values, and ethical standards;
3. provide information that will enable students to make intelligent judgments in their daily lives;
4. provide information on opposing sides of controversial issues so that young citizens may develop under guidance the practice of critical reading and thinking;
5. provide information representative of the many religious, ethnic, and cultural groups and their contributions to our American heritage; and
6. place principle above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to assure a comprehensive collection appropriate for the users of the library.

The Superintendent shall be responsible for the selection of resource materials within the aforesaid guidelines and for the determination of factual accuracy, readability, authoritativeness, integrity, and quality of format. To assist in the selection process, reputable, unbiased professionally prepared aids (such as the *Horn Book*, *School Library Journal*, etc.) shall be consulted as guides.

In order to respond to any complaints about, or challenges to, the selection of library materials, the District has adopted regulations establishing a complaint procedure. This procedure provides for the review of such complaints or challenges by the Principal of the building where the material is being challenged and an Instructional Review Committee. A decision will then be made by the Superintendent based on the recommendations of the Principal and the Committee. The Superintendent's decision may be appealed to the Board which has the ultimate decision-making authority. (See 1420-R, Complaints About Curricula or Instructional Materials Regulation.)

If any person wishes to permanently remove materials from a school district library, he/she must seek the formal approval of the Board. The Board will determine whether such materials should be removed. Such determination must not be based upon official suppression of ideas, but rather upon the educational suitability of the materials in question. Only the Board and/or the Superintendent may authorize permanent removal of instructional materials, pursuant to the decision of the Board.

Adopted: May, 1978

Reviewed: February, 1995

GUIDELINES FOR THE SELECTION OF LIBRARY MEDIA

The primary objective for selecting library materials is to implement the educational goals of the school system and to support and enrich the educational progress of its students. In addition, these materials should contribute to the development of reading skills, literary taste, and the social and intellectual values of the students. The school library media specialist seeks to accomplish these goals by wise selection of materials.

The legal responsibility for the selection and approval of all materials used in the South Colonie Central school library media centers lies with the Board of Education as the policy-making and governing body of the school district.

1. The Board of Education, as the policy-making body, delegates responsibility for evaluating, selecting and recommending materials for purchase to appropriate members of the professional staff.
2. Principals and library media specialists are delegated the major responsibility for evaluation, selection and purchasing. They will involve other faculty members and students when appropriate.

It is the responsibility of administrators, teachers and library media specialists to select materials to be included in the school library media centers. However, students and parents are encouraged to make suggestions.

When fiscally reasonable, selection and acquisition will be a systematic continuing process throughout the school year.

In the selection of these materials, the District library media specialists subscribe to the *School Library Bill of Rights*, endorsed by the Association of School Librarians, American Library Association. These principles are:

1. Provide a comprehensive collection of instructional materials, and to provide maximum accessibility to these materials.
2. Provide materials that will support the curriculum, taking into consideration the individuals' needs and the varied interests, abilities, socioeconomic backgrounds, and maturity levels of the students served.
3. Provide materials for teachers and students that will encourage growth in knowledge, and that will develop literary, cultural and aesthetic appreciation and ethical standards.
4. Provide materials which reflect the ideas and beliefs of religious, social, political, historical and ethnic groups and their contribution to the American and world heritage and culture, thereby enabling students to develop an intellectual integrity in forming judgments.

In implementing these principles, the professional staff will:

1. Consider educational and curricular significance.
2. Consult reputable, unbiased, professionally prepared selection aids for favorable review (e.g. *Children's Catalog*, American Library Association Booklist).
3. Consider the reputation and significance of the author, producer and publisher.
4. Select material in which presentation and subject matter are suitable for the grade and interest level at which they are used.
5. Select material to provide for the needs and interests of the individual students.
6. Consider two basic factors: truth and art. The first includes factual accuracy, authority, balance, and integrity. The second consists of stimulating presentation, vision and creativity.
7. Carefully balance their selection of materials of a controversial nature so as to include varying points of view in order that students may develop, under guidance, the practice of critical reading and thinking.

Materials offered as gifts and commercially sponsored materials may be accepted with the understanding that they will be evaluated by the library media specialist on the basis of the criteria set forth for selection, and that only these materials meeting the standards will be added to the collections.

The decision to replace lost, damaged or worn materials will be based on the availability of duplicates, the number of other materials on the same subject, the availability of more recent or better quality materials and the continued demand for the material in question.

To ensure a vital collection of continued value to the school community, outdated or obsolete materials should be weeded from the collection on a systematic basis.

Approved: February, 1995; May, 1978