

SHALER AREA SCHOOL DISTRICT

No: 109.1

SECTION: PROGRAM

TITLE: LIBRARY MATERIALS SELECTION

ADOPTED: APRIL 15, 1998

REVISED: AUGUST 20, 2014

109.1 LIBRARY MATERIALS SELECTION	
1.Purpose	<p>The Board directs that the primary objective of the Shaler Area School District Library Media Program is to provide centrally accessible collections of instructional materials that support the school curriculum. It has further directed that an effort be made to promote the development of independent reading, viewing, and listening habits in the students.</p>
2.Definition PA Guid. Sch Lib Med Prog. D.E. 1983 p. iii	<p>"A school library media center is an area or system of areas located in a school building where information resources, associated equipment and services provided by a professional library media staff are made accessible to students, teachers, and administrators." Within the Shaler Area School District this area is referred to as "The library."</p>
3.Authority	<p>The Board will establish, equip, furnish, and maintain school libraries for the operation of its schools.</p> <p>The district shall provide a library/media curriculum which develops information management skills and processes and shall provide an accessible, centrally housed collection of resources for all students in each school.</p> <p>The school district shall employ a full-time certificated school librarian to provide leadership in the development and implementation of an effective elementary school library/media program.</p> <p>The school district shall also employ a fulltime certificated school librarian to provide leadership in the development and implementation of an effective secondary school library/media program in accordance with state regulations.</p>
4.Delegation of Responsibility	<p>The Superintendent is responsible for the implementation of a procedure for the selection of library materials. Recommendations are to be sought from the professional staff, school administrators, and the student body. A regular procedure for inviting suggestions and evaluating materials for acquisition is to be implemented in all school libraries.</p>

5.Guidelines	<p><u>Criteria for Selection</u></p> <p>The selection of materials is subject to school district financial constraints guided by:</p> <ol style="list-style-type: none">1. Needs of the individual school based on knowledge of the curriculum, knowledge of the existing collection, and based on faculty requests.2. Needs of the individual student based on knowledge of children and youth, and requests of students and parents.3. Provision of a wide range of materials on all levels of difficulty, with a diversity of appeal, and with the presentation of different points of view.4. Consideration of:<ol style="list-style-type: none">a. High artistic/literary quality of the materials.b. Superior format and technical quality of the materials.c. Clarity, adequacy and scope of the materials.d. Validity, accuracy, objectivity and up-to-dateness of the materials.e. High degree of comprehensibility and popular appeal of the materials.f. Value of materials commensurate with cost and/or need. <p><u>Gift and Memorial Materials</u></p> <p>Gift and memorial materials are judged in terms of the basic selection standards, and are accepted or rejected by these standards.</p> <p><u>Professional Selection Aids</u></p> <p>The following sources of professional reviews are consulted when selecting materials:</p> <ol style="list-style-type: none">1. American Library Association Bibliographies.2. Book Review Digest.3. Booklist.4. Bulletin of the Center for Children's Books.
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5. Children's Book Council Review Lists.
6. Children's Catalog.
7. Elementary School Library Collection.
8. Horn Book.
9. Junior High Catalog.
10. Kirkus Reviews.
11. New York Times Book Review.
12. School Library Journal.
13. School Library Media Quarterly.
14. Senior High Catalog.
15. Technology Connection.
16. Wilson Library Bulletin.
17. Specialized subject bibliographies prepared by Library of Congress and other organizations.
18. Other reputable review sources.

In addition to these publications, first hand examination of materials is an invaluable aid.

1. Exhibits at professional conventions.
2. Previewing materials through visits from sales representatives.
3. Examination of collections in neighboring districts' schools and public libraries.

Size and Scope of the Collection

The collection is to be adequate in both size and scope in every building within the school district as outlined in Pennsylvania Guidelines to meet the needs of students and professional staff.

PA Guid.
Med Prog
P. 18

Inventory

An inventory of library materials is to be taken at regularly scheduled intervals to provide accurate knowledge of missing books and weak areas.

Weeding

Weeding is to be done continuously to eliminate materials which no longer meet the criteria for selection.

Rebinding

Criteria for rebinding materials are to include value to the collection, replace ability and currency of information.

Duplication and Replacement

Duplication and replacement are to be dependent on student and curriculum needs.

Reconsideration of Materials

The procedure for handling complaints about materials present in libraries in Shaler Area School District is as follows:

STEP 1: The complaint is received by or is referred to the librarian or building principal.

STEP 2: The librarian notifies the building principal or the building principal notifies the librarian.

STEP 3: The librarian requests that the complainant complete a "Request for Reconsideration of Library Materials" form and submit it with the material in question.

STEP 4. If the "Request for Reconsideration of Library Materials" form is completed, the building principal appoints a Review Committee consisting of the librarian, appropriate professional staff members, and an administrator. The Review Committee shall evaluate the entire work in question using the following criteria:

The Shaler Area School District "Library Materials Selection Policy".

The completed "Request for Reconsideration of Library Materials" form.

The reviews from standard reviewing sources.

	<p>The availability of quality material on the same subject.</p> <p>STEP 5: The Review Committee will decide to retain the material, to hold it on limited use, or to discard the material in question.</p> <p>STEP 6: The final decision of the Review Committee will be conveyed in writing to the complainant, the building principal, all district librarians, and appropriate professional personnel. The formal letter will include a statement of the decision, justification of the decision, and copies of appropriate data such as published reviews.</p> <p>STEP 7: The Review Committee's decision may be appealed to the Board. Presentations are then made to the Board whose decision is final.</p> <p><u>Confidentiality</u></p> <p>Records related to the circulation of library materials which contain the names or other personally identifying details regarding the users of the State Library or any local library which is established or maintained under any law of the Commonwealth or the library of any university, college or educational institution chartered by the Commonwealth or the library of any public school or branch reading room, deposit station or agency operated in connection therewith, shall be confidential and shall not be made available to anyone except by court order in a criminal proceeding or otherwise as required by law.</p> <p>Request for Reconsideration of Library Materials</p> <p>Form (continued)</p>
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