

LIBRARY MATERIALS SELECTION REGULATION

The Building Principal, teachers, and librarian of each school have the responsibility, delegated by the Board of Education, of recommending suitable books and materials.

All books and materials shall have the approval of the Superintendent of Schools before being ordered.

Gifts

Books and other materials shall not be accepted as gifts for the school unless they meet the standards set forth in the Administrative Regulations. The Board shall be informed of all such proposed gifts prior to acceptance or rejection.

Controversial Books and Materials

All complaints regarding books or materials shall be submitted in writing and in such manner as prescribed by the Superintendent.

Criteria for Selection

The following criteria shall be considered in evaluating materials added to the school, either by purchase or gift:

1. Does it fit into or enrich our course of study?
2. Are its content and format suitable for the students for whom it is intended?
3. Does it have literary merit?
4. Will it appeal to the students for whom it is intended?
5. Is its content accurate?
6. Does it appear in one or more of the generally accepted selective lists of library materials, or in one or more of the current reviewing media?

Selection Tools

Reputable, unbiased, professional reviews of materials should be consulted as guides for the selection of materials. (i.e. School Library Journal, Handbook).

Magazines

Magazines form an integral part of a library collection. They are up-to-date and consequently contain material that would be otherwise unavailable. Magazines should be selected with a view of representing subject areas in the curriculum, enrichment of the curriculum, enrichment of the curriculum, and recreational needs of the students.

Computer Applications/Online Resources

Technology enhances and extends the curriculum. Programs and websites must be previewed and meet district criteria before student use/access. Internet access must be screened and protective filtering software installed according to federal guidelines.

Newspapers

Each school should subscribe to the number of newspapers that it necessary to provide coverage of the news on local, state, national, and international level.

DVDs

DVDs should be purchased that supplement and enrich the curriculum. All DVDs should be previewed by appropriate staff members prior to final purchase.

CDs

Musical and non-musical recordings may be ordered by teachers with the approval of their Principal. Whenever possible, these materials should be previewed by the appropriate staff members before purchase.

Pictures and Prints

Pictures and prints should be ordered when needed in relation to the curriculum of the school.

1st Reading March 26, 2002

2nd Reading & Adoption April 23, 2002

1st Reading for Re-adoption: January 28, 2014

2nd Reading and Re-adoption: February 25, 2014