

3020 (IJL-R) Selection of School Library Media Materials 3020 (IJL-R)

Philosophy

The philosophy of the Milford Schools Library Media Center Program is to provide an environment with resources for students and staff so that they may succeed and become lifelong learners. Today's information society requires that we all be effective users of ideas and information. The Milford School Library Media Center Program helps people learn how to recognize when information is needed and know how to locate, process, and use information effectively.

Purpose of the Library Media Center

1. To provide access to information.
2. To provide a place for study and research.
3. To enable people to use a variety of skills and strategies to locate and select information appropriate to their needs.
4. To provide leadership and expertise in the use of information and instructional technologies.
5. To promote literacy and enjoyment of reading, viewing, and listening.

Materials Selection Objectives

The primary objective of the library's materials is to implement, enrich and support the educational program of the school. It is the duty of the Library Media Specialist to provide a wide range of materials on all levels of difficulty, with a diversity of appeal, and the presentation of different points of view.

The Milford School Board asserts that the responsibility of the Library Media Specialist is:

- To provide materials and information that will enrich and support the curriculum, taking into consideration the varied interests, abilities, and maturity levels of the pupils served.
- To provide materials and information to stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards.
- To provide a background of information to enable pupils to make intelligent judgments in their daily life.
- To provide materials and information on opposing sides of controversial issues so that young citizens may develop under guidance the practice of critical analysis of all media.
- To provide materials and information representative on the many religious, ethnic, and cultural groups and their contributions to our American heritage.
- To 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 Media Center.

Selection Criteria

Library Media Center Specialists select materials using professionally recognized reviewing periodicals such as School Library Journal, Follett, standard catalogs, and other appropriate selection aids. Library Media Center Specialists consider the needs of the individual school before selecting library materials. Selection involves knowledge of the curriculum, knowledge of the existing collection, and the needs of students and staff.

Materials the Library Media Center Specialist purchases include fiction and nonfiction books, e-books, audiobooks, periodicals, online databases, electronic media and equipment, and software. Criteria which may be used when selecting library materials include:

- authoritativeness
- format and price
- curriculum based
- importance of the subject matter
- overall purpose
- quality of the writing/production
- literary and artistic value
- readability and popular appeal
- reputation of the author, artist, publisher, composer, and producer
- requests from students and faculty
- timeliness or permanence

The Library Media Center Specialist may purchase outstanding and much in demand materials in multiples. Materials are selected and used in adherence to all copyright laws.

Responsibility for Selection

The Library Media Specialist may collaborate with administrators, faculty, and staff. The responsibility for coordinating the selection of materials for the Library Media Center and making the recommendation for purchase rests with the Library Media Specialist and the administration.

Selection Aids

The following sources may be consulted in the selection of materials, but selection is not limited by these sources.

- School Library Journal and other professional review sources
- Follett's Titlewave Database
- Novelist Database
- Lists of award-winning materials including state award winners
- American Library Association's book lists

Intellectual Freedom and Censorship

Milford School District believes in the rights of intellectual freedom, curiosity and access to information. As such we adhere to the American Library Association's Bill of Rights, Freedom to Read, and Freedom to View statements.

Donations

Donations made to the Library Media Center will be evaluated using the criteria for selection to see if they are appropriate for inclusion in the library collection. Materials may be incorporated into the collection and/or classrooms or used in other ways at the discretion of the Library Media Specialist and teachers.

Procedure for Removal of Library Materials

In order to increase effectiveness, improve reliability of information and quality of service, and to create more available space, the collection must be weeded periodically. Materials may be withdrawn from the collection if they:

- duplicates which are no longer needed
- no longer supportive of the curriculum
- not appropriate to the interests and reading levels of the students and faculty
- out-of-date or no longer accurate
- superseded by new editions or replaced by newer formats
- biased, patronizing, or portray stereotypes
- worn or damaged

Withdrawn or damaged materials will be donated, recycled, sold, or discarded at the discretion of the Library Media Specialist according to the criteria above.

Reconsideration Procedure

The School Board recognizes that the principles of the freedom to read and of the professional responsibility of the staff must be defended, rather than the materials. Should objections to a selection be made by the public, despite the care taken to select valuable materials for students and faculty use, and of the qualifications of persons who select the materials, a parent/legal guardian shall abide by School Board procedure KEC-R "Controversial Issues and Reconsideration of Library Media and Instructional Materials."

Approved: 2/1994

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