

	ABERDEEN SCHOOL DISTRICT	NEPN Code: IJNC-R
	POLICIES AND REGULATIONS	

RESOURCE CENTERS/ MEDIA CENTERS/SCHOOL LIBRARIES

LIBRARY/MEDIA COLLECTION - REGULATIONS

ORGANIZATION

School libraries have been established as an integral part of the instructional resources of each school. This implies the following:

1. Full time librarians with adequate assistance are needed to establish and maintain a fully functioning library.
2. The library must be open to all students at all times within the framework of the administrative planning and classroom schedules. The library should be open during the school day and such times outside the normal hours to accommodate the needs of students, staff, and community. Each school shall establish these times.
3. The library is to be established as a learning center. As such, it is the responsibility of the administrator, the librarian, and the school staff to provide a balanced service to meet the needs of all students.
4. The library should strive to meet the needs of staff by collecting and maintaining appropriate professional materials/resources.

RESPONSIBILITY FOR SELECTION

The elected School Board shall designate to the Superintendent the authority and responsibility for selection of all print and non-print materials/resources held in the district's library/media centers. Responsibilities for actual selection shall rest with the appropriate professionally trained personnel who shall fulfill this obligation consistent with the School Board's adopted selection criteria and procedures. Selection procedures shall involve representatives of the professional staff directly affected by the selections, and persons qualified by preparation to aid in wise selection.

1. The professionally trained and certified staff employed by the school district is responsible for the selection of all library/media materials and resources.
2. Selection of materials will be assisted through the use of preview examination, recommendations, standard evaluation aids and faculty consultation. The final decision for purchases will rest with the professionally trained personnel.

CRITERIA FOR SELECTION

1. The materials selected should be carefully balanced so that various viewpoints on any subject are included.
2. Materials are selected to provide for the educational goals of the district and the needs of the students.
3. Three sets of key factors will be considered in the selection of materials. They are:
 - Factual accuracy, authority, balance and integrity;
 - Artistic and literary merit in format, style, creativity, imagination and vision; and
 - Suitability of presentation and subject matter in relation to the maturity and interest level of students using the materials
4. Materials and resources will be considered in relation to both the curriculum and to the personal interests of students and teachers.
5. Controversial materials, such as those containing sexual content, extreme violence, or profane language, should be subjected to an evaluation of literary merit and reality. The inclusion of sexual incident or profanity should not automatically disqualify the materials. Rather, the decision should be made on the basis of literary, historic, cultural, or academic value.

GIFT MATERIALS

Gift materials shall be evaluated by the selection criteria stated above and shall be accepted or rejected by the same.

WEEDING OF THE COLLECTION

Selection is an ongoing process which shall include the removal of materials no longer appropriate and the replacement of lost and worn materials still of educational value.

Any District library or media center may discard over-duplicated, outdated, inappropriate, or worn library materials, provided that such material shall be marked clearly with the words: "Withdrawn" wherever the property label of such library appears. Such discarded materials may be given to other libraries, staff, students, or to non-profit agencies, destroyed, offered for public sale, or traded to a vendor for future library material purchasing credits.

FORMERLY: 3542.1

POLICY REF: KEC, KEC-R

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