

## **LIBRARY MATERIALS SELECTION AND ADOPTION**

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

To this end, the District reaffirms current state and national standards for School Library Media Programs, and asserts that it is the library media collection in its entirety, including online databases, that must meet these objectives:

1. To provide materials that will enrich and support the curriculum, taking into consideration varied interests, abilities, and maturity levels of pupils served.
2. To provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards.
3. To provide a background of information which will enable pupils to make intelligent judgments in their daily lives.
4. To provide materials on opposing sides of controversial issues within the collection so that young citizens may develop under guidance the practice of critical analysis of all media.
5. To provide materials representative of many religious, ethnic, and cultural groups and their contributions to our American heritage.
6. To place principle above personal opinion, and reason above prejudice, in selection of materials of highest quality in order to assure a comprehensive collection appropriate for users of the library media center.
7. To provide materials that encourage enjoyment of reading, viewing, and listening which are appropriate for all levels.
8. To provide materials for school staff and community that represent timely educational and community issues.

Selection of library materials involves many people: principals, teachers, supervisors, and media specialists. Responsibility for coordinating selection of library materials and making recommendations for purchase rests with professionally trained media personnel.

## **Criteria for Selection of Instructional Materials**

Needs of the individual school, determined on the basis of knowledge of the curriculum and of the existing collection, are given first consideration.

Materials are considered for purchase on the basis of:

1. Overall purpose;
2. Timeliness or permanence;
3. Importance of subject matter;
4. Quality of writing/production;
5. Readability and popular appeal;
6. Authoritativeness;
7. Reputation of publisher/producer;
8. Format and price;
9. Requests from faculty and students.

## **Procedures for Selection**

In selecting materials for purchase, the media specialist evaluates the existing collection and consults:

1. Reputable, unbiased, professionally prepared selection aids;
2. Specialists from all departments and/or all grade levels;
3. The media committee appointed by the principal to serve in an advisory capacity in selection of materials.

In specific areas the media specialist shall follow these procedures:

1. Gift materials are judged by basic selection standards, and are accepted or rejected by these standards.

2. Multiple items of outstanding and much in demand media are purchased as needed.
3. Worn or missing standard items are replaced periodically.
4. Out-of-date or no longer useful materials are withdrawn from the collection.
5. Sets of materials and materials acquired by subscription are examined carefully, and are purchased only to fill a definite need.
6. Salesmen must have permission from the superintendent's office before going to any of the schools.

Adopted prior to 1974

Revised: May 5, 1987

Revised: April 6, 1993

Repealed by the Board and re-enacted and revised by the Superintendent: April 20, 2004

Revised: March 14, 2005

**LEGAL REFS.:**

C.R.S. 22-32-110(1)(q), (r)

**CROSS REF.:**

DJG/DJGA, Vendor Relations, Sales Calls and Demonstrations

KE, Public Complaints

KEC, Public Complaints About Learning Resources

Douglas County School District Re. 1, Castle Rock, Colorado