

**I. Responsibility of Selection**

School library media specialists take leadership in communicating to the educational community the purpose and scope of the selection policy. Review, evaluation, and selection of the school library media collection is the responsibility of the school library media specialist. They are guided by the philosophy and procedures set forth in national, state, and county documents. School library media specialists work cooperatively with faculty, staff, students, parents, and the community to provide resources that represent diverse points of view, stimulate growth in thinking skills, and promote the overall educational program.

School library media collections are developed to meet both curricular and student/teacher needs. To ensure that these needs are met, school library media specialists apply selection criteria and use recommended selection tools.

**II. Criteria for Selection**

Favorable reviews from professional review journals, core collection tools, vendor catalogs, literary award listings, and authoritative selection references are used when developing library media collections.

- A. Materials will support and be consistent with the educational goals of the Allegany County Public School system and the objectives of specific content areas.
- B. Materials will meet high standards of quality in factual content and presentation.
- C. Materials will be appropriate for the content areas, age, ability level, and emotional and social development of the students.
- D. Materials will have redeeming artistic, literacy, and social value.
- E. Materials will be written by competent and qualified authors and publishers.
- F. Materials will foster respect for all people and assist in sharing awareness and understanding of the important contributions made by all people in society.
- G. Materials will allow for flexibility of use.
  1. Representative of differing viewpoints on controversial subjects
  2. Appropriate format, e.g., print, non-print, electronic, multimedia, to effectively teach the curriculum
  3. Recent copyright date as appropriate to the subject
  4. Acceptable in literary style and technical quality
  5. Cost effective in terms of use
  6. Appropriate for students with special needs

**III. Procedures for Selection**

- A. The library media specialist will evaluate the library collection based on curriculum needs and will consult professional resources.
- B. All materials will be reviewed and evaluated prior to purchase and circulation access.
- C. Recommendations for purchases may be accepted from faculty, staff, students, parents, and community members and will be reviewed according to the above criteria.

- D. Selection is a continuous process including removal of materials that are educationally out-dated and replacement of lost or damaged materials still containing educational value.
- E. Acquisition of library media materials will be based on the needs of each library media center determined by the library media specialist through collection assessments.

**IV. Library Media Materials as Gifts**

Any materials donated or presented as gifts to the library media center will be reviewed following the selection process and will be accepted or rejected by these standards.

**V. Inquiry or Reconsideration Requests**

Any inquiry and reconsideration expressed by an individual about library media materials must follow the established procedures in the Inquiry, Decision, and Reconsideration of Library Media Materials policy (IJNC).

<b>Board Reviewed</b> 05/10/11	<b>Superintendent Approved</b> 05/11/11
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