

School Library/Media Center Resources

The primary objective of the library/media center is to implement its resources to enrich and to support the educational program of the school.

Definition of Library Resources:

Library resources are those materials, both print and non-print, accessible in school libraries which support curricular and personal information needs.

The Library/Media Specialist will guide students and staff to different library/media resources which will enrich and support student education.

Criteria for Selection of Library Resources

The criteria for selection of library resources in the District are based on:

- Needs of the individual student
- Needs of the individual school
- Knowledge of students
- Knowledge of the curriculum of the school
- Requests of students
- Requests from the professional staff
- Providing materials with varied levels of difficulty
- Providing materials with different points of view
- Reviews of professional selection guides
- Reputable, unbiased, professionally prepared selection aids are consulted as guides

In accordance with the District's policy of providing access to instructional materials on controversial issues, it should be noted that neither the media centers nor the District serve as advocates for the ideas expressed in any materials, nor does the presence of any material indicate automatic endorsement of the ideas expressed therein.

Disclosure of Information/Privacy of Circulation Record

Circulation records shall not be made available to anyone except pursuant to such process, order or subpoena as may be authorized by law.

Re-evaluation (Weeding) of Library Resources

The continuous review of library/media center materials is necessary as a means of maintaining a useful and active collection. As new materials are selected and added, some older materials are withdrawn. The responsibility for determining which materials are to be withdrawn rests with the professional staff.

Among the reasons for withdrawing an item are the following:

- Changes in curriculum focus.
- Some materials contain material that is no longer accurate nor current.
- Some materials intended for recreational reading have become dated and are no longer in demand. (Some such books, which are deemed “standards” or “classics” may be retained even though they rarely circulate).
- Some materials have become worn out, damaged or physically deteriorated and have lost utility and/or appeal.
- Some materials have been superseded by newer items, which present the same information, but in superior format.

Withdrawn library/media center materials are processed in one or more of the following ways:

- Made available to be used as resource or supplementary materials by teachers.
- Offered to other media centers in the District, as it is possible that a material, which lacks utility in one building, may have some usefulness in another.
- Contributed to appropriate charitable or educational agencies.
- Discarded or recycled when warranted.

Ongoing re-evaluation of library resources is closely related to the goals and responsibilities of library/media centers and is a valuable tool of collection development. This procedure is not to be used as a convenient or expedient means to remove materials presumed to be controversial or likely to be disapproved by segments of the community. Materials are not to be removed because of actual or potential partisan or doctrinal disapproval, nor because of the origin, background or views of those contributing to their creation.

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