

SCHOOL DISTRICT OF MANAWA

361.2-Rule

LIBRARY MEDIA CENTER MATERIALS

PROCEDURES

1. Selection Criteria

A. Needs of the individual school are given first consideration, based on the media program, knowledge of the curriculum, and the existing collection. Materials for purchase are considered on the basis of:

- Overall purpose
- Appropriate to user
- Timeliness or permanence
- Importance of the subject matter
- Quality of the writing production
- Readability and popular appeal
- Authoritativeness
- Reputation of the publisher/producer
- Reputation and significance of the author/artist/composer/producer, etc.
- Format and price

B. Requests from administrators, teachers, staff, students, supervisors, site-based management teams, and community representatives are given consideration.

C. Continuous reassessment of the media, District program priorities and the appropriateness of the collection insures an adequate response to changing programs, populations, and opportunities.

2. Selection Procedures

A. In selecting materials for purchase, the media specialist in each school evaluates the existing collection and consults reliable selection sources including reputable reviewing periodicals and quality selection tools that are unbiased and professionally prepared.

B. In specific areas the media specialists follow these procedures in each media program:

- Gift materials are judged by basic selection standards, and are accepted or rejected according to these standards.
- Worn or missing standard items are replaced periodically.

C. Discarding (Weeding) of Library Materials

To maintain a quality collection of library materials it is necessary to discard items regularly when these no longer meet the needs of students and staff members. Factors to be considered in making decisions about discarding materials include:

- a) Poor physical condition.
- b) Minimal circulation in the past five years.
- c) Outdated and/or inaccurate content.
- d) Poor audio-visual quality.
- e) Inappropriate reading level.
- f) Superseded by new or revised materials.

Materials shall be disposed of at the discretion of the media specialist based on the aforementioned weeding guidelines. Materials may be recycled or donated when appropriate.

-Periodicals will be kept for a five year period.

-Sets of materials and materials acquired by subscription are examined carefully, and are purchased only to fill a definite need.

-Sharing of materials between schools, districts and public libraries is the responsibility of the media specialist.

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