

SCHOOL DISTRICT OF MANAWA

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

{Note: Do these continue to serve as the criteria used for library material selections? If not, revise accordingly.}

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.

{NOTE: I deleted the reference to a specific selection tool since selection tools may change over time (e.g., over the 13 years since this rule was last revised). If this change is not appropriate or accurate, revise accordingly.}

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.

- Multiple items of outstanding and much in demand media are purchased as needed.
- Worn or missing standard items are replaced periodically.
- Out-of-date or no longer useful materials are withdrawn from the collection after 15 years. Literary value will be the main consideration for retaining these materials.

{Note: Do you only discard materials after 15 years and only for the two reasons listed? If not, consider deleting this bullet and adding a section to this rule on the topic of "discarding library materials." See sample language at the end of this rule.}

- Periodicals will be kept for a five year period unless on microfilm.

{Note: Do you still use "microfilm" to back-up materials? If not, update this item.}

- 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 and districts is a cooperative venture and rests jointly upon the media specialist who will plan the program for inter-library loan.

{Note: Clarify the statement about "a cooperative venture and rests jointly" since only one media specialist is mentioned. Who is the other party/parties in this joint venture?}

APPROVED: March 1987

REVISED: November 1999

**NOTE: This policy draft is based on information in your current policy manual (Rule 361 – Revised 11/99). I recoded it as Rule 361.2 for consistency with the WASB Code Index. I revised it for stylistic reasons and as outlined above.*

Sample Section

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 and other school personnel based on the reason the item is not needed or wanted.
Materials may be recycled or donated when appropriate.*