

## Library Materials Selection

The Waterbury Board of Education is ultimately responsible for the selection of the educational materials used in the school system. The Library Media Specialist in each building has been designated by the school board as the person responsible for the selection of materials for their own Library Media Center. The LMC attempts to meet the informational and recreational needs of our students, teachers, and administrators. The collection will provide instructional materials and information that will foster the intellectual, social, and emotional growth of students and staff.

Guided by our statement of philosophy, our goal is to foster lifelong learning by enabling individuals to become independent and critical consumers of information.

Materials are selected by the media specialists in cooperation with administrators, teachers, and students. The same broad criteria can be applied to all media:

1. **Authenticity:** Is the medium accurate and up to date? What are the qualifications of the author or producer?
2. **Appropriateness:** Is the medium appropriate to the subject matter? Is the vocabulary, content, concepts, theme, suited to the intended audience?
3. **Content:** Does it have an organized, well-balanced presentation? Does it relate to the needs of the students? Does it provide outlines, charts, graphs, etc. that will be helpful to the user?
4. **Interest:** Will the message contained in this medium hold the attention of the user? Is it stimulating? Imaginative?
5. **Technical Quality:** Is the quality of production adequate - format, audio and visual qualities, ease of handling, use of color?

In the selection of materials, Waterbury media specialists subscribe to the *School Library Bill of Rights* endorsed by the Association of School Librarians. These principals include:

1. To provide a comprehensive collection of instructional materials...and to provide maximum accessibility to these
2. To provide materials that will support the curriculum, taking into consideration the individuals' needs, and the varied interests, abilities, socioeconomic backgrounds, and maturity levels of the students served.
3. To provide materials for teachers and students that will encourage growth in knowledge and that will develop literary, cultural, and ethical standards.
4. To provide materials which reflect the ideas and beliefs of religious, social, political, historical, and ethnic groups and the contribution to the American and world heritage and culture, thereby enabling students to develop an intellectual integrity in forming judgments.

## Library Materials Selection

To implement these principals, the professional staff will:

1. Consult reputable, unbiased professionally prepared selection aids, e.g. American Library Association Booklist, School Library Journal.
2. Select material in which presentation and subject matter are suitable for the grade and interest level at which they are used.
3. Select material cooperatively to provide for the needs and interests of the individual students.
4. Consider two basic factors, truth and art. The first includes factual accuracy, authoritativeness, balance and integrity. The second consists of stimulating presentation, vision, and creativeness.
5. Carefully balance their selection of materials of a controversial nature so as to include varying points of view in order that students may develop under guidance the practice of critical reading and thinking.
6. Select materials of current interest which reflects popular culture.

The scope of materials that the library media specialist is responsible for selecting are:

1. Print and non print materials
2. Computer software
3. Computer databases
4. Information services
5. Realia
6. Special collections
7. Gifts of instructional material shall be accepted only on condition that they are found to meet the above criteria in all respects. Gifts to the school may be accepted only with the understanding that the disposition of these gifts becomes the prerogative of the professional staff.

Strategies used for keeping up with new and emerging technologies include:

1. Workshops/conferences
2. Vendor presentations
3. Professional networking

Strategies for involving administrators, teachers, and students in the selection policy may include:

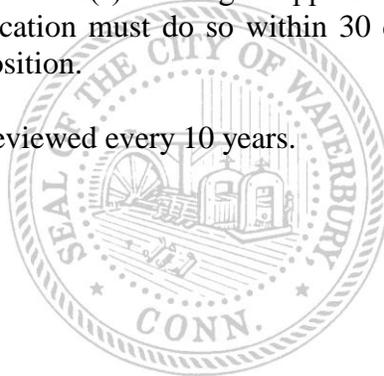
1. Surveys
2. Request forms
3. Wish lists
4. Casual conversations

## **Library Materials Selection**

The media specialist has to have an open and receptive attitude to the needs of the patrons. Requests will be honored whenever possible. The procedure for handling challenges to materials is as follows:

1. The complainant will talk to the educator(s) involved, seeking resolution of the issue.
2. Failing a satisfactory resolution, a formal written complaint on the form entitled Request for Reconsideration of Materials.
3. The Building Principal will seek a resolution with the complainant and the educator(s) involved on the basis of the written complaint.
4. If the issue remains unresolved, the Building Principal will submit the written complaint and his/her recommendations to the Superintendent of Schools.
5. Within 10 days of receiving the written complaint and the Building Principal recommendation, the Superintendent will render a disposition in writing to the parties involved in the complaint.
6. Complainant or educator(s) desiring to appeal the Superintendent's disposition to the Board of Education must do so within 30 days of the date on which he/she rendered the disposition.

The Selection Policy should be reviewed every 10 years.



**Instruction**

**Library Book Selection Policy**

**Request for Reconsideration of Materials**

Title \_\_\_\_\_

Author \_\_\_\_\_

Publisher \_\_\_\_\_

Date of Publication \_\_\_\_\_

Request initiated by \_\_\_\_\_

Telephone \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ Zip Code \_\_\_\_\_

Complainant represents: self \_\_\_\_\_ group \_\_\_\_\_  
(Name of organization)

1. Did you thoroughly examine the entire work? \_\_\_\_\_ What pages or sections? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. Are you aware of the judgment of the work by critics? \_\_\_\_\_

3. To what in the work do you object? Please be specific; cite pages.

\_\_\_\_\_

\_\_\_\_\_

4. What of value is there in this work? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. What do you feel might be the result of reading this work by students?

\_\_\_\_\_

\_\_\_\_\_

6. For what age group would you recommend this work?

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7. What do you believe is the theme or purpose of this work?

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8. What would you recommend the school do about this work?

\_\_\_\_\_ Withdraw it from my child

\_\_\_\_\_ Withdraw it from all students as well as my child

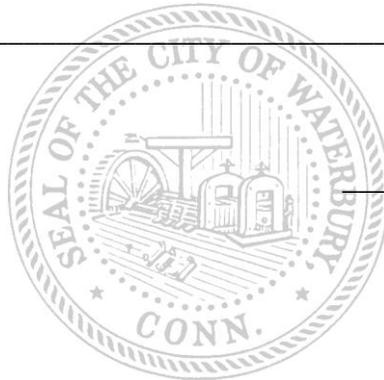
\_\_\_\_\_ Send it back to the proper department for reevaluation

9. In its place, what work of equal value would you recommend that would convey as valuable a picture and perspective of a society or a set of values?

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Date \_\_\_\_\_



\_\_\_\_\_  
Signature of complainant