

FAIRFIELD AREA SCHOOL DISTRICT

SELECTION OF LIBRARY/MEDIA CENTER MATERIALS

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5490.1 The Board's objective is to provide instructional and evaluative materials to implement the District and school educational goals and objectives.

Such materials shall include reference materials, other supplementary titles, all types of audio-visual materials, maps, library books, and other instructional material, including emergent forms of technology.

5490.2 The Superintendent, after consultation with the instructional staff, shall be responsible for the selection, recommendation, and maintenance of all resource materials.

5490.3 The Superintendent and staff shall develop selection procedures and the Superintendent shall appoint appropriate administrative and instructional staff to select resource materials:

5490.3a To ensure an inventory of resource materials that is well-balanced and well-rounded in coverage of subject, types of materials, and variety of content.

5490.3b To ensure that the Board's budgetary allotment for resource materials is efficiently spent and wisely distributed throughout the instructional program.

5490.4 Standards for Selection

All materials collected, whether they are of a permanent nature and physically housed in the library such as books and magazines, or whether they are obtained through interlibrary loan, are selected based on the following criteria. The libraries will provide physical and intellectual access to information carefully selected and systematically organized. The Superintendent and delegated staff are directed to apply the following standards to the selection of resource materials:

5490.4a To provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities, reading levels, and maturity levels of the pupils served.

FAIRFIELD AREA SCHOOL DISTRICT

SELECTION OF LIBRARY/MEDIA CENTER MATERIALS

5490

- 5490.4b To provide materials that will motivate literary appreciation, artistic value, ethical standards, and growth in factual knowledge.
- 5490.4c To provide balanced, credible information which will enable students to make informed judgments in their daily lives and to enable critical selection and use of all types of media and information
- 5490.4d To provide materials which present a diversity of experiences, opinions, and issues in order for students to develop the practice of critical reading, thinking, and use of information.
- 5490.4e To provide materials which support daily life in our multicultural world, including materials representative of the many religious, ethnic, and cultural groups.
- 5490.4f To select materials that support and enrich the District's curriculum.

5490.5 Responsibility for Selection

While collection development is ultimately the responsibility of the Superintendent, collection development is the immediate responsibility of the school library media specialist in each building. The librarian will consult with administrators, teachers, students and parents in this cooperative ongoing process. Input from staff and students are solicited.

5490.5a School Library Bill of Rights

The library/media centers of the Fairfield Area School District shall fully support and operate under the School Library Bill of Rights for School Library Media Center Programs.

5490.6 Gift Policy

Gifts of resource materials are welcomed. Gift materials must meet the same selection criteria as other materials do. The administrative/instructional staff reserves the right to decide whether gift materials are acceptable. People who wish to donate resources are urged to consult the instructional staff for the appropriateness of the proposed gift.

5490.7 Maintenance of Resources

This is a continuous evaluative process to withdraw and discard resources that have outlived their usefulness. Deselecting materials helps to maintain a high quality level and relevance in the collection. The school librarian, with the assistance of staff, and when appropriate, local experts on the subjects being reviewed makes the weeding decisions based on one or more of the following criteria:

- Poor physical condition
- Seldom circulated
- Out-of-date materials
- Newer edition or format is available
- Duplicate copies that are no longer needed
- Equipment no longer available to view/play (applies to obsolete audiovisual materials)
- There are exceptions to every criteria and none should be considered the final rule subject to the librarian's professional judgment.

5490.8 Payment for lost or damaged items

Resource materials are purchased from public funds. Any borrower assumes the responsibility for materials borrowed. Failure to return items or the return of items which have been damaged results in needless expense and must be considered cause to reimburse the District's libraries.

FAIRFIELD AREA SCHOOL DISTRICT

SELECTION OF LIBRARY/MEDIA CENTER MATERIALS

5490

When a borrower causes an item to require being replaced, rebound or repaired, he/she is liable for 100% of the school's current replacement cost for that item in addition to the price of all necessary cataloging procedures.

Borrowers will be furnished with a receipt upon payment for lost or damaged items. If the item is later returned in good condition, the payment minus the fine will be refunded, unless the item has previously been replaced, then no refund will be given.

5490.9 Inventory

All district libraries will be inventoried annually under the direction of the library staff.

Revised October 27, 2008