

**Linden City Schools District Library Selection Policy
2016-2017**

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Schools**

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Library Media Specialists

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Part 1- Selection of Learning Resources

I. Objectives of Selection

The objective of the Linden High School Library is to contribute to the achievement of the school's objectives. To do so, the library media center participates actively and effectively in the school by:

1. acquiring library materials according to the demands of the curriculum, taking in consideration various interest, learning styles, abilities and level of maturity of the student population and organizing these materials for accessibility and use.
2. offering students continued individual experiences and instruction in the use of materials.
3. providing materials that will increase students' factual knowledge base and cultural awareness, provide literary avenues, and address social, political, and historical matters.
4. providing a collection, appropriate in content, that meets the needs of the community.

II. Responsibility for Selection of Materials

The Linden City Board of Education is legally responsible for all matters relating to the operation of Linden High School. The selection of library materials is delegated to the professionally trained library media specialist. The library media specialist has the responsibility of coordinating the selection of instructional materials and making recommendations for purchasing.

III. Criteria for Selection of Instructional Materials

The needs of the individual school based on knowledge of the curriculum and the existing collection are given first consideration. Materials for purchase are considered on the basis of:

1. overall purpose of the school's educational program
2. importance of the subject matter
3. educational significance
4. quality of writing, production, etc.

5. validity, currency
6. readability and popular appeal
7. reputation and significance of the authors, publishers, etc.
8. style, format, and price
9. recommendations from faculty and students will be given special consideration

Magazines will be selected based on the above qualities as well as the interest of the students.

IV. Procedures for Selection of Learning Resources

In selecting learning resources, professional personnel will evaluate available resources and curriculum needs and will consult reputable, professionally prepared aids to select appropriate materials. Requests and suggestions shall be gathered from staff and students when appropriate.

Part 2- Procedures for Dealing with Challenged Materials

I. Statement of Policy

Residents or employees of the school district may challenge resources used in the school system on the basis of appropriateness.

II. Request for Informal Reconsideration

1. Controversial materials will be removed from the shelf until the complainant, principal, and librarian resolve the issue.
2. The librarian will explain why the material is needed and the reason for its purchase.
3. If the questioner wishes to file a formal challenge they will receive a copy of the selection policy and a Request for Reconsideration.

III. Request for Formal Reconsideration

1. The complainant will file his request in writing to the media committee composed of the principal, library media specialist, a chosen member of the staff, student body president, and a chosen member of the district staff.
2. The library media committee will temporarily withdraw the material from the shelves pending a decision.
3. The library committee will:
 1. read and examine the material.
 2. check general acceptance of the materials by reading reviews

3. weigh values and faults against each other and form opinions based on the material as a whole
4. discuss the material and prepare a report on it
4. A copy of the report will be filed in the principal's office
5. The complainant will be notified of the committee's decision.

Part 3- Processing Policy

The following procedure will be adhered to in the processing each new piece of material for the library.

1. Upon receipt of new material, each piece will be labeled with the school's name.
2. All library new material will be processed through the Master Library System (MLS) Concourse.
3. Barcodes will be placed on the upper right hand corner on the back of each book. This will also serve as the accession number.
4. Old and new resources will be accessioned, catalogued, circulated, and inventoried through the (MLS) automation program.
5. Call number will be printed and placed on the lower spine of books or outer side of the container.
6. Shelf list cards will be printed and filed.
7. Catalog Cards and all library materials will be accessed through the (MLS) Computer Automation Program.
8. Book labels will be printed out and placed in the back of the book.
9. Accession numbers will be placed on the verso of the title page and secret page.
10. Books will be shelved and available for circulation.
11. All data will be backed up.
12. A periodical file will be maintained for recording newspapers and magazines.
13. A list of titles and software requested by faculty and students will be kept on file.

Weeding

Weeding is essential to collection maintenance. Removing obsolete, worn, and inappropriate material from the library is both desirable and necessary.

Why Weed

- To utilize available space in the best and most economical way
- To have an up-to-date collection
- To locate books needing rebinding or replacing
- To give the best possible service through a collection of quality materials

What to Weed

- Books of poor content
- Outdated information
- Multiple copies that are not needed
- Books of very poor appearance
- Volumes of no use or not relevant to the needs of the students and teachers

How to Weed

- Do one section at a time
- To offset the loss in a section from weeding, be sure to plan purchases that will maintain minimum requirements

Pull for further inspection

- Books in poor condition perhaps to be rebound
- Books which have not circulated in the past 10-15 years

Books to Be Discarded

Stamp or Write “Withdrawn” or “Discard”

Remove anything that identifies the school’s ownership

Delete from the collection