

### **Selection and Maintenance of Library Materials**

The Board subscribes to the philosophy set forth by the School Library “Bill of Rights” as it relates to the educational program of a school. (See IFAA/IFAB-E)

#### **Library Media Materials**

Materials chosen for library media centers will be chosen with the general considerations listed in School Board Policy GAAD, as well as the specific library-related considerations as outlined in the sections below:

#### **District Libraries**

- The Bismarck School District has established individual library media collections in each building, as well as a centralized district library (Library Media Office).
- The LMO primarily serves teachers by providing professional books and supplemental audiovisual materials (e.g., videos, kits, DVDs, puppets, etc.) to support the entire district curriculum. The purpose of the district library is to provide the more costly audio visual materials so the individual schools can provide print and some non-print informational materials for the immediate information needs of the students throughout the instructional day.
- In addition, the district provides all its patrons with a centralized Union catalog, which allows students and staff to access all cataloged materials 24 hours a day. The concept of the Union catalog is to provide one-stop searching and easier requesting for patrons. This type of collection saves money for the district by allowing items to be shared among the schools.

#### **Philosophy**

- Although no one Library Media Center or School District can meet all the needs of all its users, a basic core collection of timely and relevant information resources are essential in every building’s library media collection.
- The library collection needs continuous evaluation in order to keep on target with library’s mission to provide materials to meet patron’s interests and needs in a timely manner. This collection evaluation is a process of determining strengths and weaknesses in the library media collection.

#### **Objectives of the Library Media Department Are**

1. To implement, enrich, and support the curriculum.
2. To provide opportunities for literacy and cultural enrichment:
  - a. Through the materials provided, the library media centers aim to help students gain insight into themselves and their world so that they may more fully realize

- their potential at all stages of growth and development and become mature and contributing members of society.
- b. We will strive to ensure each library media center provides an exemplary print collection. An exemplary print collection is defined as having 20-25 current items per student, and “current” means the collection has an average age of not greater than 10 years.
  - c. We will work cooperatively with multiple library agencies in order to provide access to materials available outside the school district.

### **Authority**

Responsibility - It is the responsibility of the District Library Media Director and District Library Media Specialists to ensure that each library media center provides a wide range of materials on all levels of difficulty, diversity of appeal, and the presentation of varied points of view.

### **Policy**

1. Selection Criteria  
Quantity alone is misleading; the quality of the collection is a more accurate measure of the collection’s response to user needs. The professional staff shall select materials while considering the following:
  - Curriculum Relevance
  - Material Content
  - Currency of information
  - Accuracy of information
  - Availability in, and possibility of coordination with other district libraries
  - Balance in Dewey categories of collection
  - Need of material type
  - Timeliness of material
  - Balance in format, ideas, interest, and points of view
  - Grade level and maturity level of users
  - Various learning styles and reading levels
  - Appeal to user
  - Ease of Use
  - Current or historical significance
  - Number and nature of requests
  - Suitability of physical form for library use
  - Suitability of subject, style and format for the intended age level
  - Reputation and significance of the author, illustrator, publisher or producer
  - Reviews from selection tools (e.g.: Wilson’s Catalogs, School Library Journal, Horn Book, Booklist, etc.)
  - Books selected from the NY Times Bestseller List, must have 3 reviews on file.
  - Physical limitations of the building
  - Cost

## 2. Maintenance Policy

The goal of the maintenance policy is to preserve the integrity of the collection. In order to maintain quality, increase efficiency, improve reliability, increase usefulness, and relieve crowding, materials that no longer meet the school's selection criteria must be removed from the collection. Circulation statistics, age reports and availability of replacement materials and/or inter-library loan opportunities will be used to conduct maintenance of library collections. The ultimate decision for weeding materials is the responsibility of the school library media specialist.

The recommended replacement cycles are:

- Maintain non-fiction collection on a 10-year cycle
- Maintain fiction collection on a 12-year cycle – titles with a publication age older than 12 years need to be reviewed and updated with a newer, more appealing edition.
- Maintain general reference encyclopedias on a 5-year cycle
- Maintain the paperback collection on a 5-year cycle
- Maintain software collection on a 5-year cycle
- Maintain standing orders on a 2-year review of titles
- Maintain subscription renewals on an annual review of titles
- Maintain audio visuals on a 10-year cycle
- Maintain equipment on a 5-year review of items

*(Withdrawn items should be marked "withdrawn", have the barcodes crossed out, as well as the school name. These items may be offered to students in the school to take home, if the building desires to follow this procedure. These materials should not be sent to classrooms; the same standard of quality applies to all other instructional materials within the school.)*

## 3. Gifts

The district's library media centers may receive donations and gifts for the benefit of the school district. All gifts are accepted or rejected depending on whether or not they further the objectives and goals of the school district. Decisions will be based on criteria set forth in the district's selection and maintenance policies.

In the case of gifts received in the form of cash and/or memorial requests, the professional staff will order materials in keeping with the donor's wishes if the request complies with the district's selection and maintenance policies.