Standard Operating Procedures 6232-SOP(2): Learning Resources Selection - School Libraries UNDER REVIEW

Status: ADOPTED

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1. **Purpose**
   To define a school's responsibility for the selection, retention, and maintenance of learning materials housed in the school library.

2. **Authority**
   Approved by Cabinet

3. **Terms and Conditions**
   In accordance with Board Policy 6232 and Administrative Regulation 6232, schools will use the following processes when selecting, retaining, and maintaining learning materials housed in the school library.

   School Library Responsibility for Selection (based on American Library Association - ALA)
   Although the Board of Education or governing authority is legally responsible for the resources used in a school, NCSD delegates the selection of the library's resources to its professional school library personnel. NCSD directs the library professional to seek recommendations and work collaboratively with others in the school community during the selection process.

   School Library Selection Criteria (based on ALA)
   Criteria for selection of materials in NCSD libraries is dependent on the goals and objectives of the educational institution of which the library is a part of; however, there are general criteria below should be used in NCSD to support and enrich the curriculum and/or students' personal interests and learning.

   - Meet high standards in literary, artistic, and aesthetic quality; technical aspects; and physical format
   - Be appropriate for the subject area and for the age, emotional development, ability level, learning styles, and social, emotional, and intellectual development of the students for whom the materials are selected
   - Incorporate accurate and authentic factual content from authoritative sources
   - Earn favorable reviews in standard reviewing sources and/or favorable recommendations based on preview and examination of materials by professional personnel such as but not limited to: School Library Journal, VOYA, Booklist, etc.
   - Exhibit a high degree of potential user appeal and interest
   - Represent differing viewpoints on controversial issues
   - Provide a global perspective and promote diversity by including materials by authors and illustrators of all cultures
   - Include. variety of resources in physical and virtual formats including print and non-print such as electronic and multimedia (including subscription databases and other online products, e-books, educational games, and other formed of emerging technologies)
   - Demonstrate physical format, appearance, and durability suitable to their intended use
   - Balance cost with need

   School Library Acquisitions Procedures (based on ALA)
   Because most NCSD school libraries have only a single school librarian, that individual is responsible for creating a collection to support instruction, literacy, and students' recreational reading. Materials selection policies generally mandate that the library professional seek input from teachers, other professional staff, and students. School librarians are also responsible for weeding or de-selecting collection materials following policy guidelines as well as making a decision as to whether gift items will be accepted.

   - In selecting learning resources, professional personnel will evaluate available resources and curriculum needs and will consult reputable, professionally prepared aids to selection, and other appropriate sources. The actual resource will be examined whenever possible.
   - Recommendations for purchase involve administrators, teachers, students, district personnel, and community members, as appropriate.
   - Gift materials shall be judged by the selection criteria and shall be accepted or rejected by those criteria.
   - Selection is an ongoing process that should include removing materials that are no longer used or needed, adding materials, and replacing lost and worn materials that still have educational value.

School Library Collection Maintenance and Weeding (based on ALA)
Annually, the NCSD school librarian will conduct an inventory of the school library collection and equipment. The inventory can be used to determine losses and remove damaged or worn materials which can then be considered for replacement. The inventory can also be used to deselect and remove materials that are no longer relevant to the curriculum or of interest to students Additionally, school librarians should develop a collection maintenance plan that includes systematic inspection of materials that would result in weeding outdated, damaged, or irrelevant materials from the collection.

- Ensures that the selection of materials reflects the institution's philosophy, mission, guiding principals, or other foundational documents
- Provides a framework for the consistent selection and acquisition of library resources in all formats using a standard set of criteria
- Avoids haphazard patterns of acquisition that will result in waste or overlap of content
- States who is responsible for selection and the parameters under which the individual(s) work, but allows for professional judgment
- Ensures a diversity of viewpoints on all topics, including those that may be considered controversial
- Identifies cooperative collection development arrangements such as resource sharing including interlibrary loans, agreements to purchase or lease e-content, and resource retention commitments (for example, archival materials, government documents, local author materials)
- Provides standards for collection maintenance and the removal of library resources that are out-of-date, inaccurate or no longer reflect the consensus of the field, in poor condition, rarely used, in an obsolete format, no longer fit the needs of library patrons, or have excess copies used, in an obsolete format, no longer fit the needs of library patrons, or have excess copies
- Supplies guidelines for consideration of gifts and donations
- Establishes a process by which individuals may share their concerns about library resources in a discussion with a librarian or, if their concerns are unresolved, invoke a formal reconsideration process
- Affirms the importance of intellectual freedom, referencing key documents such as the First Amendment of the U.S. Constitution, the Library Bill of Rights, and the Freedom to Read Statement

Selecting Materials on Controversial Topics in School Libraries
The selection of materials on controversial tops in school libraries will follow the process outlined in the NCSD Administrative Regulation 6233 - Controversial Issues.

Guiding Principles of Objection of Library Resources
The Guiding Principles of Objection of Library Resources will follow the process outlined in the NCSD Administrative Regulation 6232 for Primary Resources.

Library Bill of Rights - Updated January 29, 2019 - American Library Association
The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

Books and other library resources should be provided for interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or

groups requesting their use.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.