SES Library Materials Selection Policy

The administration, teachers and media specialists support the principles of intellectual freedom inherent in the Constitution of the United States and expressed in the School Library Bill of Rights of the American Association of School Librarians.

**Objectives of the Collection**

1. To provide a comprehensive collection of instructional materials selected in compliance with the basic written selection principles and to provide maximum accessibility to these materials.
2. To provide materials that will support the curriculum, taking into consideration the individual’s needs, and the varied interests, abilities, socio-economic backgrounds, and maturity levels of the students served.
3. To provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values and ethical standards.

**Responsibility for Decision Making**

The responsibility for the selection of materials is the school media specialist’s in consultation with faculty, administrators, and students. The responsibility for coordinating and recommending the selection and purchase of library materials rests with the professionally trained media specialist.

**General Criteria for Selecting Educational Materials**

Our mission as a Catholic faith-based school and the content of the existing collection are important criteria used when selecting new educational materials.

**Materials for purchase are considered on the basis of:**

1. Authority
2. Scope
3. Format and Technical Quality
4. Authenticity
5. Treatment and Arrangement
6. Aesthetic Considerations
7. Price
8. Special Features
9. General Suitability and Age Appropriateness
10. Awards & reviews of reliable selection aids

**Selection Procedures**

In selecting materials, the Media Specialist will evaluate available materials in relationship with curricular needs. Reputable, unbiased, professionally prepared selection aids will be consulted to aid the process. Several periodicals, books and online resources are available that will provide valuable information about materials. The actual materials will also be examined whenever possible, although this is not always a possibility given time restrictions. Recommendations for purchases will be encouraged from teachers, students, parents, and administrators. Additional suggestions may come from other library reading lists, professional exhibits and displays, and promotional offers. All suggestions will also be evaluated using the same criteria set forth in this policy. The Media Specialist will also handle specific areas as follows:

1. Multiple items of outstanding media that may be in high demand are purchased as needed.
2. Worn or missing items are replaced periodically.
3. Sets of materials will be purchased on the basis of demonstrated need.

**Gifts**

Acceptance of gifts will be determined by the Media Specialist on the basis of their suitability to the library’s purposes and needs, and in accordance with the library’s stated selection policy. The media specialist will determine use or disposal of gift material. It is understood that gift collections will be integrated into the general collection and do not warrant special housing. Gifts will only be accepted if there are no strings attached. The media specialist may accept commercially sponsored materials provided they meet the same criteria as those applied to the selection of other materials.

**Re-evaluation of Collection**

The selection process begins with the evaluation of materials before purchase and is completed with the evaluation of materials before discarding them. Weeding is the process of clearing the collection in the library of those materials that have outlived their usefulness. The same aids used in selection of materials should be consulted to determine which materials are still recommended. The needs of the school and professional opinions as to the value of the material are of utmost importance. When discarding materials, the following criteria will be considered:

1. Materials unused over a period of five to seven years.
2. Books that are unattractive because of fine print, yellowed paper or narrow margins.
3. Materials that are out of date, with information that is no longer current, especially in the fields of science and social science.
4. Dilapidated books whose covers are loose and pages are beyond mending-or even missing.
5. Mediocre materials that are of low standard.
6. Materials beyond the comprehension of the library users or too simple to have real appeal.
7. Textbooks that are not useful for reference.
8. Magazines that are no longer of any value for reference or class use.
9. Relevancy of material to curriculum and student interests in the school.

**Reconsideration of Materials**

Occasional objections to library materials may be made despite the quality of the selection process. In the event of a formal complaint, the following review procedures will apply:

1. The complainant will be informed to the selection procedures. No commitments will be made at this time.
2. The complainant will be asked to submit a formal “Request for Reconsideration of Library/Media Center Materials.”
3. The complainant will be required to read the material in question in full.
4. The principal of the school, the superintendent of the Diocese of Nashville schools, and any other appropriate personnel will be informed.
5. Challenged materials will be kept in circulation during the reconsideration process.
6. Within five school days of the receipt of the formal complaint, an ad hoc committee will be assigned by the principal to evaluate the materials. Members should include the principal, media specialist, two teachers, and a parent representative from the school site.
7. The review committee will take the following steps after receiving the challenged materials:
   1. Read, view, or listen to the material in its entirety.
   2. Check general acceptance of material by reading reviews and consulting recommended lists.
   3. Complete the appropriate “Checklist for School Media Advisory Committee’s Reconsideration of Instructional Material”, judging the materials for its strength and value as a whole and not in part.
8. At a subsequent meeting, the complainant may be given the opportunity to share his/her views and expand on the information of the Reconsideration Form. At this meeting, the committee shall make its decision in a closed session. This decision shall be one of the following:
   1. The material is compatible with the philosophy and criteria of this policy and should not be restricted or removed.
   2. The material is not compatible with the philosophy and criteria of this policy and should be restricted or removed.
   3. The material should be limited to conditions specified by this committee.
9. The principal shall forward the committee’s decision to the superintendent of the Diocese of Nashville schools. The director will then notify the complainant of the decision in writing.

**Policy Review**

This policy will be reviewed every five years with a view toward updating or otherwise revising.