

**Minden High School Media Center
Selection Policy**

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Minden High School Media Center Selection Policy for Collections

Minden Public Schools Mission Statement

"Minden Public Schools, with the community, strives to develop productive and responsible citizens through an environment that empowers them to seek, understand, and appreciate learning," speaks to our goal of equipping our children with the academic and social skills that they need to be successful citizens now and in the future.

Minden High School Library Mission Statement and Objective

The Minden High School Media Center aims to be an information resource for all students and faculty. It strives to provide access for all. It seeks to provide both print and digital resources that support the district and teacher curriculum. The MHS Media Center is a space that fosters learning, collaboration, and reading for pleasure. The objective of the MHS media center strives to do so by reaching for the standards set by the AASL Standards Framework for Learners.

AASL Standards for Initial Preparation of School Librarians (2010)

Standard 5: Candidates plan, develop, implement, and evaluate school library programs, resources, and services in support of the mission of the library program within the school according to the ethics and principles of library science, education, management and administration.

Responsibility for Selection of Materials

The MHS school librarian is responsible for the purchasing, acquiring, and developing of Minden High School's library collection in both print, digital, and equipment materials. He or she will work closely with staff, students, and administration to develop a collection that is tailored to the school curriculum. The school librarian will use highly recommended and credible selection tools when ordering materials.

Elements

5.1 Collections

Candidates evaluate and select print, non-print, and digital resources using professional selection tools and evaluation criteria to develop and manage a quality collection designed to meet the diverse curricular, personal, and professional needs of students, teachers and administrators. Candidates organize school library collections according to current library cataloging and classification principles and standards.

5.2 Professional Ethics

Candidates practice the ethical principles of their profession, advocate for intellectual freedom and privacy, and promote and model digital citizenship and responsibility. Candidates educate the school community of the ethical use of information and ideas.

5.3 Personnel, Funding, and Facilities

Candidates apply best practices related to planning, budgeting, and evaluating human, information, and physical resources. Candidates organize library facilities to enhance the use of information resources and services and to ensure equitable access to all resources for all users. Candidates develop, implement, and evaluate policies and procedures that support teaching and learning in school libraries.

5.4 Strategic Planning and Assessment

Candidates communicate and collaborate with students, teachers, administrators, and community members to develop a library program that aligns resources, services, and standards with the school's mission. Candidates make effective use of data and information to assess how the library program addresses the needs of their diverse communities.

Adapted from 2010 ALA/AASL Standards for Initial Preparation of School Librarians. Retrieved March 15, 2019 from <http://www.ala.org>

Criteria for Selection of All Materials

When developing the school library collection, the librarian will use the following criteria when selecting print, digital, and equipment materials for the library. Selecting materials will be done throughout the course of the year on a continuous basis in order to support students and staff. When selecting materials the MHS library will use reputable source and selection tools to help guide the librarian in selecting resources

along with the criteria above. Such selection tools are listed below, but not limited to this particular list.

Print and Digital materials.

- Materials support the education goals of the district
- Materials support the district curriculum
- Resources and materials are of high quality meaning they have a reputable author, publisher, content
- Materials are appropriate for grade level
- Materials are cost appropriate
- Interests of students and staff
- Recent Copyright so material is accurate
- Relevant to today's current issues and affairs
- Free of bias or represent multiple viewpoints
- Represents different cultures and adds to the diversity of the collection
- Resources have been highly reviewed and

Equipment

- Materials support the education goals of the district
- Materials support the district curriculum
- Materials are cost effective and appropriate
- Integration of equipment will be used frequently

Selection Tools

- Mackin Compendium
- School Library Journal
- GoodReads
- Personal Examination when possible
- Student Wishlist

Professional Collections

A professional development collection will be built with the same criteria when looking for materials for professional development. Influence and interest from administration and staff will be taken into consideration.

Gifts

Gifts in printed format will be accepted if it meets the selection criteria above. It will be labeled appropriately and will be entered in the system as a donation/gift. If monies are donated, then the MHS library will follow district procedures and will order appropriate materials per donation.

Criteria for Weeding the Collection

Part of the collection development process for the library is weeding of materials that are no longer relevant or useful in supporting the school's curriculum. Weeding is a process that happens annually and slowly to allow for the replenishment of materials and to expand genres in the collection. When considering materials to weed, student and teacher input will be considered, but the following criteria will be used when weeding the library collection.

1. Outdated or irrelevant information that no longer holds value.
2. Books that have not been checked out within the last five years.
3. Outdated equipment that has not been checked out for the last seven years.
4. Materials that have missing pages or worn to the point of repair. (These materials must be considered for replacing if they don't meet the criteria above.)
5. Consideration for collection development in regards to downsizing a genre to make room for another. (Must meet all criteria above.)

Tools for Weeding the Collection

- MHS runs a MACKIN Collection Analysis annually to assist in the collection evaluation and weeding the library.

Policy and Procedure for Controversial/Challenged Materials

When calling into question of materials the MHS library will refer to the recommendation of the American Library Association in which states, "The principles of intellectual freedom should be defended rather than the materials." (American Library Association, 1999) It will refer to the Library Bill of Rights to defend these such principles.

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the 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.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

The following steps will be taken after an objection is made towards materials:

1. Acknowledge the complaint, review selection criteria, try to resolve complaint.
2. The request for reconsideration of library materials form must be sent to complainant and received by the principal within two weeks, otherwise it is dismissed.
3. Once returned, the form will be sent to the Superintendent in which the Superintendent will then curate a reconsideration committee comprised of teachers, district librarians, and admin.
4. The materials in question will be examined and thoroughly investigated using the selection criteria listed above. The questioned materials will remain in access for all during this time and will not be removed until the final steps are taken in this process.
5. The committee will create a report on their findings and report back to Superintendent and building principal.
6. The Superintendent and building principal will send a formal report of the committee's findings to the complainant regarding the standing of the questions material. If he or she is not content in the response, he or she can request to make an appeal and it will be sent to Minden Public Schools Board of Education.
7. The Board of Education will look over the reports and may reach out to other organizations to solve the matter. The recommendation of the Board of Education then becomes final.

Process for Adoption of Policies/Revisions

The procedure of adopting these policies are as follows:

1. Revise by district librarians committee
2. Request approval and revision from building principal
3. Building principal will then send to Superintendent for revision.
4. If nothing to revise, Superintendent and school librarian will present to Board of Education for approval and wait for the majority vote.

Communication of Policies/Revisions to School Staff

The school librarian will be responsible for posting these policies with their revisions to the school website, the library website, and in the school handbook. A copy of these selection policies will be kept in the school libraries policy handbook. Staff will also be made aware of these policies at the next staff meeting.

References

(2019). *Standards.aasl.org*. Retrieved 18 February 2019, from <https://standards.aasl.org/wp-content/uploads/2017/11/AASL-Standards-Framework-for-Learners-pamphlet.pdf>

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Mardis, Marcia. *The Collection Program in Schools: Concepts and Practices*, 6th Edition (p. 71). ABC-CLIO. Kindle Edition.