

FERNDAL SCHOOL DISTRICT NO. 502
ADMINISTRATIVE PROCEDURES

No. 2310 P-1

INSTRUCTIONAL MATERIALS—LIBRARY

I. ACQUISITION OF LIBRARY MEDIA RESOURCES

The librarian will select resources for purchase after examining requests and evaluating materials. Resources will be selected to meet the information, appreciation, and instructional needs of students and staff. Suggestions for purchase may originate from teachers and students. The principals are responsible for supervision and approval of resources selected.

II. OBJECTIVES OF SELECTION

- A. The primary objective of the school library media center is to implement, enrich, and support the educational program of the school district by:
 - 1. providing resource materials for students and staff;
 - 2. providing materials that meet the interest, vocabulary, maturity, and ability levels of all students;
 - 3. encouraging reading and appreciation of literature as lifelong activities;
 - 4. subscribing to the goals as outlined by the American Association of School Librarians in the School Library Bill of Rights for School Library/Media Center Programs. (see Attachment 1)

III. CRITERIA FOR SELECTION

- A. The library media resource collection should be developed systematically so that it is well balanced in coverage of subjects, cultures, genders, and points of view.
- B. The resources should be periodically re-evaluated in relation to changing curriculum content, new instructional methods, and current needs of staff and students.
- C. Resources should be systematically examined and evaluated before purchase. When this is not possible, selection should be based upon professional reviews and selected lists. Requests of teachers, students, and parents shall be considered.
- D. Resources for purchase should be considered on the basis of overall purpose, timeliness, importance of the subject matter, artistic and literary quality, readability, accuracy, diversity of appeal and presentation, and cost.

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IV. GIFTS

Gifts of materials or funds with which to purchase materials are accepted with the understanding that their use or disposition will be determined by those persons having the responsibility for acquisitions, according to the same selection criteria as purchased materials.

V. PROCEDURES FOR RECONSIDERATION OF LIBRARY RESOURCES

In the event that a resource is questioned, the review procedure described in School Board Policy No. 2311 and Administrative Procedures No. 2311 will be used.

VI. PROCEDURES FOR LIBRARY RESOURCES TO BE DECLARED SURPLUS

- A. The determination of obsolescence of library books and audiovisual resources and equipment is delegated to principals and librarians and shall be consistent with administrative procedures.
- B. The school librarian will send a list of obsolete library books and audio visual resources and equipment to the business office for review.
- C. After clarification and approval, the librarian, with the principal's concurrence, may send obsolete resources and equipment to the designated place for disposal.
- D. Disposal shall be the same as that listed for textbooks, except that students do not need to be given priority in their purchase.

Implemented	03-26-87
Revised	02-23-96