

# Library Media Center Management

## COLLECTION MANAGEMENT

### A. POLICES AND PROCEDURES FOR THE SELECTION OF MEDIA MATERIALS

The following principles, adapted from "Information Power" by permission of the **American Library Association**, help to determine selection objectives: resources are appropriate for the students for whom they are selected; resources represent diverse points of view; resources stimulate growth in analytical and thinking skills; and resources are appropriate to the educational program and school community. These objectives apply to all forms of print and digital information:

#### I. Basis for Selection

1. The school library media specialist, in conjunction with teachers, administrators and the school Educational Media Materials Committee, shall be responsible for the selection of materials.

2. For new purchases, the school library media specialist shall be responsible for the following:

- arrange, **when possible**, for firsthand examination of items to be purchased;
- use reputable, unbiased, professionally-prepared selection aides when firsthand examination of materials is not possible;
- **judge gift items by standard selection criteria and, upon acceptance of such items, reserve the right to incorporate into the collection only those meeting these specified criteria.**

3. The school library media specialist shall act upon the following materials:

- purchase duplicates of **extensively used materials**;
- discard worn, obsolete and inoperable items from the collection;
- purchase replacements items for worn, damaged or missing materials that are basic to the collection.

4. The school library media specialist shall select, **within budget limitations**, the best books and other library media materials available **which satisfy the needs, interests and curricular requirements** of each individual school.

5. The school library media specialist shall select educational media materials **based on** knowledge of the school community, as well as the **library media center's existing collection**.

6. When considering recommendations, the school library media specialist shall select items on the basis of merit, use and balance. The budget for materials shall be apportioned so that various demands are proportionately met.

7. The library media specialist shall select new and replacement materials in order to duplicate older titles which have proven their worth.

8. In the event that educational media materials are challenged, school and district personnel shall follow the established procedures for reconsideration of materials.

## II. Criteria for Selection

a. Educational suitability: appropriateness for age and maturity, various levels of difficulty, diversity of appeal, needs and interests of individual students, potential demand, aesthetic quality and the presentation of many different points of view;

b. Intellectual content: literary merit, scope, arrangement, organization, relevance, timeliness of information, special features, and overall value to the collection;

c. Philosophy and goals of the school district: resources support and are consistent with the educational goals of the district and with goals and objectives of individual schools and specific courses.

## III. Materials Selection Aids

ALA recommends the following resources to consult in the selection of materials. This is not an extensive list.

Bibliographies (latest editions available, including supplements), such as

- Children's Catalog
- Middle and Junior High Core Collection
- Senior High Core Collection
- Nonbook Materials Core Collection
- Subject Guide to Children's Books in Print
- ALSC Notable Children's Books
- YALSA Best Books for Young Adults
- Notable Social Studies Trade Books K–12
- Outstanding Science Trade Books K–12

Resources for current material reviews

- AASA Science Books and Films Online
- Booklist
- Book Links
- Bulletin of the Center for Children's Books
- Horn Book
- Kirkus Reviews
- Library Journal
- School Library Journal

Further information can be obtained at:

<http://www.ala.org/tools/challengesupport/selectionpolicytoolkit>

## F. EDUCATIONAL MEDIA MATERIALS COMMITTEE

Each year the library media specialist should send requests to assorted faculty, administration, parents, community and students (high school only) in order to develop a well-rounded Educational Media Materials Committee. A balance of race, gender, and age is important in making your final selections.

After making initial contact with a potential member, an **Educational Media Materials Committee Confirmation** (see appendices) letter can be used as a follow-up to a positive response. It will confirm the reason for membership and, if necessary, set up the first meeting for the Committee. Memos to faculty, a letter to perspective parents and a letter to perspective students can provide basic information about the Committee's value and purpose. Personal contact for question-and-answer sessions for parents and students is recommended.

The Educational Media Materials Committee forms are provided by the library media supervisor at the beginning of each school year. Instructions are provided, as well as a deadline date to return the completed forms to the appropriate media supervisor.