

Library Materials Selection and Adoption

Guidelines For Library Materials Selection

Library materials selection shall be a continuing process in which administrators, teachers, librarians, parents and students may participate. The basic factors influencing selection shall be the curriculum, the reading interests, the abilities, the backgrounds of the students using the libraries and the quality and accuracy of available materials.

The following authorities shall be consulted in the selection of library materials:

Selective lists:

1. A Basic Book Collection for Elementary Schools;
2. A Basic Book Collection for Junior High Schools;
3. A Basic Book Collection for High Schools;
4. Standard Catalog for High School Libraries and Supplements;
5. Junior High School Library Catalog;
6. Children's Catalog;
7. Bibliographies prepared to other educational agencies (National Council of Teachers of English, Mathematics, Science, etc.).

Reviewing media:

1. American Library Association, the Booklist and Subscription Books Bulletin;
2. Wilson Library Bulletin;
3. Book Review Digest;
4. Library Journal;
5. Junior Libraries;
6. Horn Book;

7. Education Screen and Audio-Visual Guide;
8. Professional magazines for subject departments;
9. Current periodicals.

All gifts and/or sponsored materials shall be subjected to the same selection criteria.

Additional suggestions may come from exchange of materials with neighboring district school libraries, visits to book exhibits and displays, examinations of bookstore stock, publishers samples, reading lists from other school systems, various courses of study approved for use within the district, teachers, students, Parent Teacher Association and educational organizations and individuals of the community.

Guidelines For Weeding of Books and Other Printed Materials in a School Library

Weeding is the process by which materials no longer useful are removed from the library collection. For the purpose of keeping a collection alive, fresh and up-to-date, weeding should be a continuous process rather than an annual affair. During a school year all of the collection should be carefully examined.

The following types of materials should be considered:

1. Materials which are not suitable for the readers who are using the collection;
2. Books which have yellowed leaves that are brittle with age;
3. Books which have pages missing;
4. Books which have print too fine for reading in comfort;
5. Books which are too badly worn to be mended or rebound;
6. Books which are dirty, torn or defaced;
7. Books which are written on the subjects of social studies, science and useful arts that are out-dated or no longer true;
8. Materials which have been collected for old debate topics;
9. Bound or unbound volumes of magazines which are no longer considered useful for reference;
10. Materials which are not useful for reference purposes.

Materials of the above type should be put aside day by day as they come to the librarian's attention. Through the school year, especially prior to purchasing, several shelves should be systematically examined. Weeding should be a constant effort to keep the collection vital and usable.