

MEDIA CENTER SELECTION POLICY

Legal Responsibilities

As the governing body of the school district, the Board of Education of the Broadalbin-Perth Central School District is legally vested with the responsibility for selecting and purchasing all materials. The Board delegates to professionally trained and certified school library media specialists the responsibility of recommending resources that reflect the information needs of students and faculty.

Responsibility for Selection of Materials

- A. The selection and ordering of instructional materials for the Media Center collection is delegated to the professionally trained and certified school library media specialists employed by the District. The media specialists welcome and consider requests from administrators, faculty, students, parents, and community members. Administrators must approve and sign all requisitions for new resources ordered by the school library media specialist.
- B. The term “instructional materials” refers to print and non-print formats which:
 - 1. Support, strengthen, and supplement curriculum;
 - 2. Meet the needs and interests of students and faculty.

Statement of Philosophy

The media specialists of the Broadalbin-Perth Central School District support the principles of intellectual freedom as expressed in the First Amendment of the Constitution of the United States. The following document created by the professional association supports this belief:

Library Bill of Rights sponsored by the American Library Association;
(See appendix)

Resources selected for purchase shall:

- A. Support the educational goals of the Broadalbin-Perth Central School District, the goals of individual schools, and specific courses in the curricula.
- B. Contain information that is appropriate for the intellectual, emotional, and social needs of the intended audience.
- C. Reflect the diverse nature of the students and staff in the school community.
- D. Highlight differing sides of an issue so that students may develop the practice of critical thinking and analysis.
- E. Be evaluated, as an entire work, and selected due to their strengths.

Scope of Resources

The materials covered by this policy include:

Books – hardcover, paperback, reference resources
Periodicals – magazines, newspapers, and journals
Pamphlets and brochures
Maps
Pictorial resources – art reproductions, posters
Audiovisuals – audio cassettes, CDs, filmstrips, videocassettes, videodiscs
DVD's
Computer software, subscription databases, and internet resources

Selection Criteria

When identifying resources for selection, the following criteria guide the media specialists in their decision making:

1. Purpose: its role in relation to the curriculum, also reflecting student interest/independent reading
2. Author: authority and competency
3. Illustrator: artistic merit
4. Content: accurate, well-organized, and appropriate for intended users
5. Presentation: clarity and accuracy
6. Technical Production: audio and visual
7. Cost: appropriate to standard prices and intended use
8. Physical Durability

Selection Tools

Media specialists use professional tools to assist with the selection process. These tools include articles and reviews published in professional library and education journals, recommendations of other media specialists, professional bibliographies and mediagraphies, and preview programs.

Weeding

To achieve a quality collection, the media specialist in conjunction with the staff must periodically review the collection for obsolete and unused resources. Resources earmarked as unused should be retained if they continue to add value to the entire collection.

Media specialists rely on their professional judgment to determine resources for permanent removal. These resources meet one or more of the following criteria:

1. Containing inaccurate or obsolete information.
2. Containing information that is inappropriate for intended community of user.
3. Deteriorating physical condition.
4. Violating copyright laws.

5. Non-circulating.

When resources are removed from a collection, the media specialist will exercise one of the following options, dependent upon the media specialist's reasons for weeding:

1. Donate the resource to another media center in the district, including the BOCES classrooms.
2. Add the resource to a classroom collection.
3. Contact the BOCES School Library System for recommendations of public or parochial schools in need of the resources.
4. Give the resource to a student.
5. Dispose of the resource.

At the completion of the weeding process, a report of all resources removed from the Media Center will be presented to the appropriate building level administrator. Additional procedures for the weeding and disposal of resources will be formulated in collaboration with the Superintendent.

Gifts

Donations of resources to the Media Center will be evaluated according to the selection policy criteria outlined in this document. Gifts may be labeled in a manner that befits the item. An acknowledgment may be sent to the donor.

Challenged Materials

Procedures outlined in the District Policy Handbook (Section 6.5.1A) will be followed when challenges are received for resources housed in the district.

Review of Selection Policy

The media specialists will review this policy annually, and recommend changes to the Superintendent and Board of Education as needed.