

## Instruction

### Brookfield School Library Media Guidelines — Regulation

The Brookfield School Library Media Centers provide informational, cultural and recreational resources, without prejudice as to format - to support the goals and objectives of Brookfield Schools and to guide our patrons to become effective users of information. The Selection Policy has been developed to insure consistency in the library's collection of resources.

## Selection

### Purpose

To promote the acquisition of resources that are compatible with the philosophy, goals, and objectives of the schools as well as the needs of the students, faculty, administrators, and staff.

## Goal

To purchase quality materials which reflect the needs and interests of our whole school community.

## General Principles:

The Brookfield Library Media Centers endorses the American Library Association Bill of Rights (see Appendix A) and the American Association of School Librarians An Interpretation of the Library Bill of Rights (see Appendix B) which asserts that the responsibility of a school library is:

- To provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities, and maturity levels of the students served.
- To provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values and ethical standards.
- To provide a background of information that will enable students to make intelligent judgments in their daily lives.
- To provide quality materials with opposing points of view.
- To provide quality materials which represent the many different voices in our world community especially with regard to gender, race, class, ethnicity, cultural, and religious groups.

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- To provide a broad range of materials on diverse and/or controversial issues to help students develop critical analytical skills and assure a comprehensive collection appropriate for users of the library.

### Acquisitions Criteria:

- Authoritativeness and accuracy.
- Reputation of the author or originator of the resource.
- Relevance and significance of subject matter and supplementary subject matter.
- Clarity of presentation.
- Timeliness or permanence of the materials.
- Availability of materials on the subject.
- Literary merit or artistic quality and interest to users.
- Importance to total collection.
- Provide a Stimulus to creativity.
- Price, format, and physical durability.
- Appropriateness of: content, concepts, themes, and vocabulary suited to the audience.

A single source need not meet all the criteria in order to be acquired. In general, the acquisitions should reflect a significant number of these criteria.

### Selection Tools:

In order to assure intelligent discrimination in the selection of resources *some* of the following selection tools are used for reviewing purposes:

- Library Journal
- School Library Journal
- Booklist
- Publishers Weekly
- Horn Book
- Kirkus Review

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Reviews which appear in major newspapers, periodicals, scholarly journals, and specialized journals are also considered.

#### Responsibility for Selection:

The responsibility for the selection of library resources rests with the Library Media Specialists in charge of the individual school libraries. Participation in the selection process is encouraged by the collaborative efforts of the schools' staffs. Faculty and administrators' recommendations are actively solicited and student recommendations are encouraged.

The Brookfield School Library Media Centers encourage gifts of books other printed materials, works of art, realia, money for the purchase of books or other resources which will enhance the collections.

The libraries accept gifts with the understanding that those gifts ~~—books~~ which meet the standards set forth in our selection policy or enhance in some unique way the library collections will be retained. Other books will be disposed of in whatever manner the library determines to be the most suitable, such as, gifts to other libraries or non-profit institutions, exchanges for the needed books of equal value or sales with the money to be used for the purchase of books.

The library media specialist or other library personnel in charge of the library program, the donor and other appropriate persons are involved in the discussions, negotiations and decisions. If the gift is of sufficient value to be considered a major gift, the Principal should be informed and involved as appropriate.

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Individual books will be identified by appropriate bookplates, indicating the name of the donor and other specified information. Non-book gifts will be identified by whatever means is most appropriate.

The library, under no circumstances, ever acts as an appraiser. All gifts shall be acknowledged.

## Weeding

In order to maintain the quality of the collection, obsolete and unused books are removed from the working collection on a continuous basis. The advice of individual faculty, academic departments or other uniquely qualified individuals is sought when appropriate. No materials will be withdrawn or discarded only because they contain controversial or unpopular opinions. The school Library Media Specialist will be responsible for the regular weeding process.

Infrequently used books are retained if they contribute to the excellence of the collection and are cited in standard subject bibliographies.

The process of weeding the collection involves time, skill in collection development, expertise in collection maintenance, a thorough knowledge of books and their potential reference or research value for the library users.

### Criteria for Weeding:

- Obsolescence (especially science, technology, mathematics, and the social sciences.)
- Physical condition.
- Number of copies.
- Coverage of the subject by other materials in the collection.
- Value to the total collection.
- Insufficient use (not the sole governing factor.)

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#### Procedures For Removing a Book Permanently From the Collection:

- Demagnetize (if appropriate.)
- Use "Withdrawn" or "Discard" stamp Withdraw from the OPAC

Books permanently withdrawn from the circulating collection are destroyed, sold, or given away.

#### Procedures for Handling a Request For Reconsideration of Materials

All requests for reconsideration should be handled in the following manner:

- All requests are referred to the Library Media Specialist Initially the Library Media Specialist will:
- Supply the requesting person with a copy of the library's Selection Policy.
- Supply the requesting person with the library's Request For Reconsideration of Materials form and ask that the form be completed.
- Ask that the completed form be returned to and discussed with the Library Media Specialist
- After the completed form has been returned and discussed, the Library Media Specialist will discuss the request with a committee assigned by the Principal, to read or review the material, to reexamine the reviews and determine any action to be taken.
- The Principal will notify the person making the request of the action taken.
- If the issue remains unresolved to the satisfaction of all parties, it will be referred to the Superintendent to present an appeal to the BOE for a final decision or a recommendation.

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- If the incident becomes a public issue, the Library Media Specialist or some other person designated by the Principal will make available accurate and complete information to all local news media.
- The incident shall be reported to the Chairperson of the Intellectual Freedom Committee of the Connecticut Library Association and the ALA Office of Intellectual Freedom.
- If external advice is needed, it should be sought from the Intellectual Freedom Committee Chairperson of the Connecticut Library Association, the ALA Office for Intellectual Freedom, and the American Civil Liberties Union. These organizations are prepared to offer support in an informal, advisory capacity.

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BROOKFIELD PUBLIC SCHOOLS  
Brookfield, Connecticut