

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
Learning Resources & Instructional Materials

GUIDELINES FOR WRITING A MATERIALS SELECTION POLICY

School library policy statements provide general guidelines for the selection of equipment and materials in multiple formats. They are selected because of the educational suitability of the resource for their intended use, for the intellectual content of the material, and with regard to the characteristics of the user. A selection policy should include the following:

- I. School District's Educational Philosophy
 - a. Goals
 - b. Objectives

- II. Local School's Educational Philosophy
 - a. Goals
 - b. Objectives

- III. The Library Media Center's Educational Philosophy
 - a. Mission statement
 - b. Goals
 - c. Objectives

- IV. Library Media Program Considerations
 - a. Clientele to be served (students, faculty and staff, community)
 - b. General subject boundaries of the collection (curricular, extracurricular)
 - c. Kinds of user needs to be supported (instructional, informational, recreational; those supporting certain teaching methods, student organizations, or special user groups)
 - d. General priorities and limitations governing selection (sources of funds and the collections they are to support; formats of materials and limitations such as back issues of periodicals in microfiche, if applicable; languages or geographical areas such as school publications to be included or excluded; which materials will or will not be duplicated; national, regional, or local collections that will be affected)
 - e. Size of the collection
 - f. Special collections
 - g. Plans or parameters for development (additions, collection priorities, response to school or curricular change)
 - h. Fulfillment of standards (local, regional, or national)

- IV. Delineation of Responsibility for Selection and Evaluation
 - a. Statement indicating that the School Board has legal responsibility for selection and evaluation of all instructional materials and power to delegate
 - b. Duties of the administrators and teachers in selection and evaluation
 - c. Identification of personnel to be involved in the selection and evaluation process and list of their responsibilities
 - d. Responsibility of the media specialist in this process (be sure to emphasize that final selection remains the responsibility of the media specialist)

- V. Criteria for Selection of Print and Nonprint Materials

- a. Needs of the curriculum, learning/teaching styles of students, faculty and all others served
 - b. Quality of the resources
 - c. Level of artistic quality or literary style
 - d. Representative of multiple viewpoints
 - e. Non-prejudicial and without cultural bias
 - f. Variety of maturity and age levels considered
 - g. Up to date and accurate
 - h. Scope of coverage
 - i. Promotes inquiry and critical thinking skills
 - j. Relationship of materials to overall collection
 - k. Cost, packaging, and documentation
- VI. Selection Procedures
- a. Items that must be previewed prior to purchase
 - b. Items that may be purchased from recognized selection tools
 - c. List of selection tools
 - d. Time frame for evaluation, selection, and purchase
 - e. Overview of selection process
- VII. Policies for Special Areas
- a. Gifts
 - b. Sponsored materials
 - c. Ephemeral materials
 - d. Vendor and supplier guidelines to prevent appearance of conflict of interest
- VIII. Policies on Maintenance of the Collection
- a. Weeding
 - b. Replacement
 - c. Binding
 - d. Multiple copies (remember that over 5 copies constitutes a classroom collection)
- IX. Reconsideration of Challenged Materials
- a. Statement of philosophy regarding intellectual freedom
 - b. Procedures for handling challenged materials
 - 1. Composition of review committee
 - 2. Reconsideration form
 - 3. Steps in the review process
 - 4. Organization and duties of review committee, including the time frame for deliberation
 - c. District, local or national assistance
 - d. Procedures for challenging report of review committee
- X. Provision for Review and Revision of the Selection Policy