

Responsibility for selection of library materials:

The professional library staff, with input from the faculty, parents and students, will select materials for the District libraries. The librarian will select materials for purchase based on an evaluation of the existing collection, the District curriculum and the needs of the school community. The final decision regarding the school library resource collection rests with the professional library staff.

Criteria for Selection:

The following applies to all materials including print, non-print and electronic resources.

- Library materials shall support and enrich the District curricular and educational goals as well as the emotional and recreational needs of the users.
- Library materials shall meet high standards of quality in
 - Accuracy and currency of information
 - Artistic and literary style
 - Physical format and condition
 - Presentation of subject matter
 - Authority of the author, artist, and/or organization producing the material
- Library materials shall be appropriate for the subject area, age, emotional development, ability level, learning styles and social development of the students.
- Library materials shall be chosen in relation to the existing collection, both for expansion of existing subject matter and addition of new subjects.
- Those library materials which appear with favorable designation in one or more of the recognized editorial reviewing tools will have priority

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for inclusion in the collection. Examples of current selection tools may be obtained by contacting a District librarian.

- Library materials shall be evaluated for cost effectiveness in terms of accessibility, amount of use and durability.

Requesting an addition to the library:

Requests from library users (faculty, students and parents) are always appreciated. Recommendations must meet the same selection criteria as other materials in our collection. Request forms are available in the library.

Gifts:

The school library welcomes gifts of books and other materials provided they meet the same selection standards as those applied to materials we purchase and can be integrated into the school library collection. Materials that do not meet these criteria may be donated to another district library or redirected to other users in a standard manner at the discretion of the professional library staff.

Deselection:

Weeding (Deselection) is an essential element of collection development that ensures the library's materials are relevant, accurate and useful. Collections must change over time to reflect changes in the curriculum and our knowledge of the world. Weeding is an ongoing activity intended to remove items from the collection that are no longer useful. The guidelines used for weeding are based on appearance, duplication, content and non-use. Faculty will be notified when items are targeted for discard and given the opportunity to either appeal their removal or take the items to their individual classrooms; however, the final decision for replacement or removal from the collection rests with the professional librarians.

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After documenting the conference, the principal immediately notifies the Chair of the review committee of the results of the informal procedures and the possibility that a formal complaint may be forthcoming.

If the complaint cannot be resolved at the informal level, the District then follows the procedures for a **formal request for reconsideration of library materials**:

3. To make a formal request for reconsideration, the complainant completes a District challenge form (Appendix D). The librarian shall refer it to the Library Review Committee* within five school days. Materials are not removed from use during the reconsideration period.

*The Library Review Committee is composed of seven members:

- the principal or his/her designee
- one classroom teacher (appointed by the principal)
- a District librarian
- one student^ (recommended by middle school teachers)
- two parents (appointed by the principal)
- one professional librarian not employed by the school district

4. The Library Review Committee will meet within sixty school days to hear testimony, discuss the questioned resource, and reach a decision. The standing committee will have the authority to seek input from individuals with expertise and insight about the materials under review.

5. Upon completion of the review process, the committee shall, within thirty days, file the report of its findings with the Superintendent and provide copies of the report to all appropriate individuals (the complainant, principal, and staff members involved) (Appendix E).

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6. The Superintendent communicates the Review Committee's recommendation to the School Board.

7. After considering the recommendation of the review committee, the Governing Board determines whether or not the item under reconsideration will be retained in the collection.

^An upper middle-school student in good academic standing who meets the following criteria may be asked to sit on the review committee:

- Avid reader
- Parental permission
- Teacher recommendation