

**Procedure 2500P1-Procedure(1): Materials Selection Procedures for Library/Media Center**

Status: DRAFT - 1st  
Reading

Original Adopted Date: 06/11/2018 | Last Reviewed Date: 06/11/2018

The selection of library/media center materials is a professional task conducted by the library/media center staff.

**SECTION 1. SELECTION OF MATERIALS**

1.1 The library/media center specialist shall:

- 1.1.1 Evaluate the existing collection;
- 1.1.2 Assess curricular needs;
- 1.1.3 Examine materials;
- 1.1.4 Consult reputable, professionally prepared selection sources for favorable reviews; and/or
- 1.1.5 Seek favorable recommendations from faculty and students based on examination of materials.

1.2 The primary consideration for any material is whether it contributes to the fulfillment of the curriculum. Additional consideration will be given to the following:

- 1.2.1 The total effect of the material as well as whether the vocabulary, content, concepts, and themes are suited to the intended audience.
- 1.2.2 Authority, currency, accuracy, and a user-friendly organization.
- 1.2.3 Price, permanence, and a high degree of potential user appeal.
- 1.2.4 Technical qualities such as format, support, audiovisual qualities, and ease of operation.

1.3 Selection of professional materials need to reflect sound research in education, as well as meet the selection criteria.

**SECTION 2. GUIDE FOR PURCHASING ADDITIONAL COPIES OF MATERIALS**

2.1 Multiple copies of outstanding materials and materials heavily circulated are shall be purchased as needed.

2.2 Worn items and missing items shall be replaced using selection criteria as the guide.

**SECTION 3. RESTRICTED MATERIALS SECTION**

3.1 Books that are identified by the Library Association as adult content and books that are under review pursuant to Policy 2530 shall be stored in a restricted area that is not accessible to students.

3.2 Restricted materials may be checked out by a student under the age of 18 with a permission slip signed by the student's parent/guardian.

3.3 Students over the age of 18 may check out materials in the restricted access section.

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**Supporting Documents**



[2500F1 Library Media Center Materials Reconsideration Request Form - April 2018 \(1\)](#)



[2500F2 Recommendation by School Media Advisory Committee - April 2018 \(1\)](#)

## LIBRARY/MEDIA CENTER MATERIALS RECONSIDERATION REQUEST FORM

To request reconsideration of library/media center materials, please return the completed form to the building principal.

Name: \_\_\_\_\_ Date of request: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

### Resource on which you are commenting

Type of material (audiovisual, book, magazine, etc.): \_\_\_\_\_

Title: \_\_\_\_\_

Author/Producer: \_\_\_\_\_

What brought this title to your attention? \_\_\_\_\_

\_\_\_\_\_

Please comment on the resource as a whole as well as being specific on those matters which concern you. (Use other side if needed.) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Optional

What resource(s) do you suggest that could be made available to provide additional information on the topic?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

1. Additional Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. What action would you like the District to take concerning this material? Please indicate applicable actions that you would support.

Do not allow my child to view/read/listen to the material.

Retain the material for use on reserved or restricted status.

Withdraw the material from use by all students.

Other action \_\_\_\_\_

**RECOMMENDATION BY LIBRARY/MEDIA CENTER ADVISORY COMMITTEE**

Title of Material \_\_\_\_\_

Author(s) \_\_\_\_\_

Format \_\_\_\_\_

Publisher/Producer \_\_\_\_\_

Edition \_\_\_\_\_

School(s) \_\_\_\_\_

In review of the complaint filed on \_\_\_\_\_ by \_\_\_\_\_  
(date) (name of person)  
the committee by a vote of \_\_\_\_\_ to \_\_\_\_\_ recommends

- Retaining the material for use in its present location
- Retaining the material for use on reserved or restricted status
- Retaining the material under the following conditions  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Withdrawing the material from use

Rationale for recommendation:

Additional comments:

Committee signatures:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_