

Adopted  
June. 1982

SELECTION POLICY FOR LIBRARY MATERIALS  
COMMERCE PUBLIC SCHOOLS

I. Scope of this document:

The procedures within this Selection Policy shall be applied to all materials now owned, or to be acquired by the libraries of the Commerce Public Schools.

II. Statement of Philosophy:

The primary objective of the libraries of the Commerce Public Schools is to implement, enrich, and support the educational program of the schools. The Library should provide a wide range of materials on all levels of difficulty, with diversity of appeal, and the presentation of different points of view.

III. Responsibility for Selection of Materials:

The Board of Education for Commerce Public Schools is legally responsible for all matters relating to the operation of the schools. The selection of instructional materials for the libraries is delegated to the professionally trained personnel employed by the school system. These personnel may involve principals, teachers, students and others in the selection process, but the responsibility for coordinating the selection of materials and making the recommendation for purchase rests with the professionally trained library personnel.

#### IV. Criteria for Selection:

Materials to be purchased for the school libraries are judged on the basis of (1) authoritativeness, (2) overall purpose of the work, (3) quality of writing or production, (4) importance of the subject matter, (5) format and (6) price. The needs of the school curriculum will be an over-riding concern during the selection process.

#### V. Selection procedures:

In selecting materials the librarian will first evaluate the library collection and determine priorities. The librarian will then consult professionally recognized selection aids and bibliographies, such as the Wilson series of library catalogs, School Library Journal, as well as others. Audiovisual materials will be examined before purchase whenever possible.

Books and other materials donated to the library are welcome, but are accepted with the understanding that they must meet the same criteria applied to materials purchased by the library. Out-of-date or no longer useful material will be withdrawn from the collection.

#### VI. Challenged material:

If an objection is raised to a particular item in the library collection a review of the challenged material will take place. The review procedure is as follows:

1. The complainant will fill out the form, "Request for

reconsideration of media", available from the librarian.

2. The challenged material will be temporarily removed from the collection.

3. A review committee shall be formed to examine the work in question and determine whether it should be permanently withdrawn from the collection, or reinstated. This committee should be appointed by the Superintendent and would include a librarian, a reading teacher, a grade level teacher, a parent, and the building principal.

REQUEST FOR RECONSIDERATION OF MEDIA

PUBLIC  
COMMERCE ~~MIDDLE~~ SCHOOLS

Name of complainant \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Type of Media (Book, Magazine, filmstrip, record, etc) \_\_\_\_\_

Title \_\_\_\_\_

Author or producer \_\_\_\_\_

Reason for objection (Please cite particular sequences and approxi-  
location in the work in question) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Anything good about this work \_\_\_\_\_

\_\_\_\_\_

Have you read, viewed, or listened to the total work in question? \_\_\_\_\_

Signature \_\_\_\_\_