

SAINT ANTHONY SCHOOL
LIBRARY MATERIALS SELECTION POLICY

**POLICIES AND PROCEDURES FOR SELECTION OF
INSTRUCTIONAL MATERIALS FOR SAINT ANTHONY SCHOOL
LIBRARY**

OBJECTIVES OF SELECTION

1. The primary objective of the Saint Anthony Library is to implement, enrich and support the educational program.
2. The duty of the library is to:
 - a. Provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities and maturity levels of the students served
 - b. Provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values and ethical standards
 - c. Provide a background of information which will enable students to make intelligent choices in their daily lives
 - d. Provide materials on opposing sides of controversial issues so that young citizens may develop the practice of critical analysis of all media
 - e. Provide materials representative of the many religious, ethnic and cultural groups and their contributions to our American heritage
 - f. Provide materials that represent authors of various genres, cultures, genders, opinions and perspectives
 - g. Promote the appreciation and enjoyment of fine writing and illustrations

RESPONSIBILITY FOR SELECTION OF MATERIALS

The responsibility for the selection of instructional materials involves input from the principal, teachers, students and the library media specialist. The responsibility for coordinating the selection of resource materials and making the final decision rests with the professionally trained library media specialist.

CRITERIA FOR SELECTION OF LIBRARY MATERIALS

Curriculum-based resources and materials will have priority. Requests from the school community are given consideration. All materials considered for purchase are scrutinized based on specific criteria:

- a. Educational value
- b. Quality of the writing
- c. Timeliness or permanence
- d. Importance of the subject matter
- e. Readability and popular appeal/interest/current events

- f. Authoritativeness
- g. Reputation and significance of the author/artists/composer, etc.
- h. Reputation of the publisher/producer
- i. Cost
- j. Presentation and format (binding, print/book size, CD. etc.)
- k. Supplements/enhances current curriculum and collection
- l. Addresses diverse learning styles
- m. Offers divergent opinions and points of view

SELECTION PROCEDURES

The library media specialist will evaluate materials for purchase by consulting a variety of resources:

- a. Reputable, unbiased, professionally prepared selection aids
- b. Specialists from all departments and/or all grade levels
- c. Pre-purchase inspection of materials
- d. Other professionally trained library media specialists
- e. Print/internet review guides/sites
- f. State curriculum standards
- g. No vendor reviews

RECONSIDERATION OF LIBRARY RESOURCES

Individuals who wish to request reconsideration of an acquired library resource complete a form* which is submitted to the Library Media Specialist, who adds comments.

The Principal considers the form and the Specialist's comments. The Principal makes the final determination about the retention in or removal from the library of the questioned item.

The applicant and the Library Media Specialist are informed of the decision.

The form is available upon request at the school office or from the Library Media Specialist. It asks for the information needed to identify the applicant and the item under consideration. The following additional questions are asked:

- What brought this resource to your attention?
- Have you examined and read the entire resource?
- List words/sentences/paragraphs of concern and cite the page numbers.
- Provide the ISBN number of the resource.
- What is your specific concern about the resource?
- Are there resources you suggest to provide additional information and/or other viewpoints on this topic? Please provide copies.

The Saint Anthony School Library Selection Policy was approved by the School Commission, December 2006.