EASTON AREA SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: RESOURCE MATERIALS

ADOPTED: May 17, 2007

REVISED:

	109. RESOURCE MATERIALS
1. Purpose Title 22 Sec. 4.13 SC 801, 803	The Board shall provide instructional and evaluative materials to implement and support the district's and the schools' educational goals and academic standards.
2. Definition	**Resource materials** shall include reference books, supplementary titles, multimedia materials, maps, library books, software and instructional material.
3. Delegation of Responsibility SC 803	The Superintendent, after consultation with the administration and teaching staff, shall be responsible for the selection, recommendation, and maintenance of all resource materials. No adoption or change of materials shall be made without the Superintendent's recommendation, except by a two-thirds vote of the Board. The Superintendent or designee shall develop and implement selection procedures for resource materials.
4. Guidelines	Selection procedures for resource materials shall be developed which: 1. Appoint appropriate administrative and instructional staff to select resource materials, subject to the approval of the Superintendent. 2. Ensure that the Board's budgetary allotment for resource materials is spent efficiently and distributed equitably throughout the instructional program. 3. Ensure an inventory of resource materials that is well-balanced and well-rounded in coverage of subject, types of materials, and variety of content. 4. Evaluate the effectiveness of resource materials presently in use. 5. Direct staff to consult a variety of media sources before selections are made.

Pol. 105.1	A listing of all resource materials shall be made available for the information of the professional staff, Board members, students, and parents/guardians, and community.
	<u>Library Media Center Collection Development</u>
	The library media center shall strive to develop comprehensive systems that will meet the diverse needs of all students, and enable them to adjust to and influence the changing society in which they live. The library media center shall provide services to assist learners to find, generate, evaluate and apply information that helps them function effectively as individuals and to participate fully in the global society.
	Objectives Of Selection –
Pol. 107	As an integral part of planned instruction, the library media program's main objective is to implement, enrich and support the educational processes within the district. It is the goal of the library media center to provide a wide range of materials on all levels of difficulty, with diversity of appeal and the representation of different points of view. Collection development is the ongoing process of identifying strengths and weaknesses of library media collections in terms of student needs. Collection development demonstrates that funds are being spent wisely and that library media collections meet the informational needs of the curriculum as well as independent reading and viewing needs of students.
	The Board asserts that the responsibilities of the library media center shall be to:
Pol. 107	1. Provide materials that will relate to, enrich and support the planned instruction adopted by the Board, taking into consideration the varied interest, ability, and maturity levels of the students. This includes both print and computer resources, and all grade levels should be provided equal access to resources.
	2. Provide material that will stimulate growth, factual knowledge, literary appreciation, aesthetic values, and ethical standards. In addition to books, students need to be provided with training in the latest technologies to fully prepare them upon graduation.
	3. Provide material on opposing sides of controversial issues so that students may develop, under guidance, the practice of critical analysis of different and opposing views.
	4. Provide a background of information which will enable students to make intelligent judgment in their daily life.

5. Provide material representative of the many religious, ethnic, and cultural groups and their contribution to our American heritage.

6. Place principle above personal opinion and reason above prejudice in the selection of materials of the highest quality to assure an appropriate comprehensive collection.

Types Of Materials Covered –

The library media center shall include materials of various formats, all of which are governed by this policy. They include:

1. Books.

2. Periodicals (magazines and newspapers).

3. Vertical file materials.

4. Audio-visual materials (videos, filmstrips, slides, computer discs, microfilm).

5. Computer resources (computer software, databases and Internet).

Responsibility For Selection Of Materials –

The Board shall be legally responsible for all matters relating to the operation of the schools of the district. The responsibility for the selection of library media materials shall be delegated to the professionally-trained personnel employed by the district. Selection of material involves many people: principals, teachers, librarians, directors, and coordinators. Needs of the individual school, based on knowledge of the curriculum, existing collection, and budget shall be given first consideration.

Selection Criteria –

Materials for purchase shall be considered on the basis of overall purpose, timeliness or permanence, importance of subject matter, quality of production, popular appeal, authoritativeness, and reviews by professional sources. No one source of review will be relied upon exclusively.

Materials shall be considered on the basis of content as a whole. Evaluations shall be based on the total effect of the material, not on the presence of words, phrases or situations which might appear objectionable or be taken out of context.

Efforts shall be made to evaluate thoroughly any material which is manifestly unimportant, cheap and trivial, deliberately distorted, or sensationalistic, particularly in the areas of religion, sex/hygiene, race relations, political ideologies and fiction.

Public suggestions regarding materials to be added to the library media center will be considered based on this policy. It should be understood that acceptance of a public suggestion is not a commitment to purchase the material.

The following general selection criteria shall apply to the purchase of all library materials:

1. Authority – determined by the author's qualifications and sources of information used in preparation or production.

2. Scope – determined by adequacy of coverage in relation to the subject presented.

3. Reliability – determined by accuracy and recency.

4. Treatment – determined by noting the author's purpose (reference, recreation, etc.).

5. Readability – determined by noting suitability for grade and interest levels; appropriate print, vocabulary and illustrations.

6. Subject interest – determined by skill of presentation in relation to grade and interest level.

7. Format – determined by examination of product, for example:

    a. Books – cover, print, size, binding, illustrations, indices.

    b. Computer databases – home page, user-friendly, print options, licensing.

Selection Tools –

The following tools shall be used in the selection of library materials:

1. School Library Journal.

2. Library Journal.

3. Booklist and Reference Books Bulletin.

4. Children's Catalog.

5. Junior High School Library Catalog.

6. Senior High School Library Catalog.

7. Horn Book.

8. Other professional magazines that review library materials.

9. Bibliographies and lists from professional organizations.

10. Faculty, student, administrative and public suggestions.

Citizen's Request For Reconsideration Of A Work –

Written request for re-evaluation of specific materials in a library media center shall be accepted. Completed forms shall be filled out and submitted to the building principal.

The building principal will inform the Superintendent or designee of all requests submitted. The Superintendent or designee will appoint a committee to re-evaluate the specific material; the committee shall decide whether the material should be removed from the shelf until re-evaluation is completed. The committee will read, view or listen to the material in question, check professional reviews, and base a judgment of the material on the whole and not on passages taken out of context. The committee will then submit a written report to the office of the Superintendent and the parties concerned. Final decisions regarding re-evaluation will be made by the Board.

Collection Maintenance –

Overall assessment of library media resources is essential in meeting the needs of the curriculum and the student population. This assessment includes taking a regular inventory of existing materials, assessing materials in relation to the needs of instructional units, and weeding outdated and inappropriate materials.

Weeding –

All weeding decisions shall be authorized by the professional staff of the library media center, with the optional consultation of pertinent subject area teachers.

	In general, materials shall be considered for discard for any or all of the following reasons: 1. Out-of-date materials; content – obsolete, inaccurate, misleading. 2. Superseded by new or revised editions. 3. Duplications of titles no longer in heavy demand. 4. Unattractive in appearance because of yellowed paper, fine print, damaged, torn, dirty or in poor physical condition. 5. Contributing to false concepts regarding minority or ethnic groups. *Discarding Procedures –* Materials no longer useful in the collection shall be withdrawn by implementing the following steps: 1. Withdraw item number from database. (For nonautomated collections, withdraw shelf-list and catalog cards.) 2. Remove pocket, card and all labels. 3. Stamp discarded or withdrawn on the title page, inside covers and over the ownership name on any media. 4. Inform staff of withdrawals of encyclopedia sets or other specialized materials. 5. Recycle all discarded materials when possible. *Gifts –*
Pol. 702	Frequently, community organizations and individual citizens wish to contribute funds, gifts or memorials to the library media center. The Board welcomes such gifts; however, the gifts and memorials must meet the same criteria as those applied to the selection of other materials, and shall be in accordance with Board policy. Materials contributed shall be integrated into the library media center's collection, at the discretion of the librarian. Donated materials shall also be discarded at the librarian's discretion. Gifts of money will be used for the purchase of educational materials; the librarian will select the specific items.

	The Board shall accept monetary gifts and memorials with proper resolutions recognizing the donors for their generosity. Every effort shall be made to place labels of recognition in these materials. The library media center may accept commercially sponsored materials, provided they meet the same criteria as those applied to the selection of other materials.
School Code 801, 803 PA Code Title 22 Sec. 4.13 Board Policy 105.1, 107	