

Administrative Regulation

Library Materials, Selection of

A. Responsibility for Selection

1. The selection of library materials, K-6, is the responsibility of the school principal with assistance, as necessary, by the administrator responsible for supervising library services.
2. Under the supervision of the principal, 7-12, the selection of library materials is the responsibility of the school librarian.

B. Criteria for Evaluation and/or Selection

It is recommended that the selection of library materials include the suggestions of administrators, teachers, library aides, students, and parents. Material to be included in the school library collection shall be selected according to the following criteria:

1. Needs of the school student population, identified subject matter within a course of study, and community needs
2. Provide a wide range of material to include appropriate levels of difficulty, a diversity of appeal, and presentation of different points of view
3. Presentation, style, and subject matter of library material shall be appropriate for the grade and interest level at which it is to be used.
4. In the case of materials purchased with categorical funds, the principal will review such materials for compliance with appropriate guidelines and regulations.
5. Material selected for library use will conform to Board Policy 6150 and Administrative Regulation 6150.1 relating to controversial issues.

C. Procedures for Selection, K-6

The director of K-6 Instruction shall be responsible for administering the following procedures for selection of library materials:

1. Library material shall be selected cooperatively by teachers, principals, parents, and the administrator responsible for supervising library services.

2. Requisitions for library material shall be initiated by the principal or the administrator responsible for supervising library services.
3. If there is any question as to suitability of material for the school library, such material will be reviewed as outlined in Administrative Regulation 6150.2.

D. Procedures for Selection, 7-12

7-12 principals shall be responsible for administering the following procedures for selection of library material:

1. The school librarian shall actively seek recommendations for library materials by administrators, teachers, parents, and students.
2. Requisitions for library material shall be signed by the school librarian and the principal.
3. Any question as to suitability of material in a school library will be reviewed as outlined in Administrative Regulation 6150.2.