

Selection of Supplementary Texts

Each school will establish a review process for the selection of supplementary texts used in any content area. A list of supplementary texts currently in use should be maintained at each school.

Points to be considered in selection of supplementary texts and for communication to parents are:

- Title of book
- Purpose and value to lesson
- Possible objectionable material
- Materials support and enhance school curriculum.
- Principal must make final approval.

The principal shall be responsible for determining authorized supplementary materials for school use.

Disciplinary action or withholding school credits to require students to purchase supplementary materials shall be prohibited.

The principal shall be personally responsible for any supplementary materials expenditures which are not properly authorized under existing School Board Rules.

Selection and Maintenance of Library Media Collection

A. Objectives of Selection

The primary objective of educational media is to implement, enrich and support the educational program of the District; its secondary function is to contribute to the development of informed and responsible citizens. It is the duty of the District to provide a wide range of materials of different levels of difficulty, with diversity of appeal and representing different points of view taking into account the varied interests, abilities, and maturity levels of the pupils being served. The utilization of any specific item in educational media does not necessarily mean that the school or the District advocates or endorses the contents of the item.

To this end, the School Board of the Escambia District affirms that school library media centers shall:

1. Provide a comprehensive collection of instructional materials that will support the curriculum.
2. Provide materials for teachers and students that will stimulate growth in knowledge, literary appreciation, aesthetic values, and ethical standards
3. Provide information that will enable students to make intelligent decisions and to understand the consequences of their decisions.
4. Provide educational media that reflects differing and/or opposing viewpoints.
5. Provide materials which reflect the ideas and beliefs of the many ethnic, religious, and political groups that have contributed to the American and

world heritage and culture

6. Provide age-appropriate materials in multiple genres to encourage students to read for pleasure and information

B. Administrative Responsibility for Selection

The principal of each school shall review selection policies and procedures with the school staff annually.

C. Personnel Responsible for Selection

Selection of educational media is a continuous process which involves teachers, principals, lay persons, other instructional personnel, and students as appropriate.

1. The responsibility for coordinating the selection process and making the final selection for library-media materials rests with the school library-media personnel.
2. Final selection of classroom curriculum material shall be the responsibility of the principal or principal's designee.

D. Proof of Evaluation

Documentation should be maintained as evidence that educational media have been evaluated in accordance with selection criteria. Proof of evaluation should be documented in the school record system for media used for classroom instruction. Evaluation for educational media circulated to students through library-media centers should be documented by entering recommendation and/or review source into the media center record system.

E. Criteria for Selecting School Educational Media

The process of evaluating materials for inclusion in collections is continuous and systematic. It is preferable to examine materials before purchasing them; however, this is often impractical if not impossible. In such cases selection is based upon reputable professionally prepared bibliographies and reviews. Materials for purchase shall be considered according to the following criteria:

1. First consideration is given to the need of the individual school based on knowledge of the curriculum, the existing collection, and the needs of the students. Request from users of the collection (administrators, faculty, parents, students) are given high priority.
2. Materials for purchase are considered on the basis of overall purpose, timeliness, importance of the subject matter, quality of writing or production; readability and popular appeal; authoritativeness; reputation of the author, artists, publisher, producer; format; and cost.
3. In the selection of educational media, special consideration is given to the following:
 - a. Ideologies: factual information on any ideology or philosophy present in society

- b. Profanity: the fact that profanity appears in media does not automatically disqualify a selection. Care is taken to exclude media using profanity in a lewd or detrimental manner
 - c. Religion: factual unbiased media which represents all major religions
 - d. Science: theories and factual information about scientific knowledge appropriate to the age level for which it is intended
 - e. Sex: pornographic, sensational, or titillating media are not included, but the fact of sexual incidents appearing in the media does not automatically disqualify them
 - f. Sex Education: factual information appropriate for the age group or related to the school curriculum
 - g. Stereo-type and sex biases: educational media shall be freed from stereo-type and sex biases
4. Personnel holding responsibility for evaluation and selection of educational media should reexamine materials periodically to insure they continue to meet selection criteria. Objective criteria for removing materials should include obsolescence, physical age and condition, lack of use, lack of authenticity, and general inapplicability for continued inclusion in an existing collection or classroom.

F. Gifts

Gifts of materials, or of funds with which to purchase materials, will be accepted with the understanding that their use or disposition will be determined by those persons having the responsibility for acquisitions. The criteria for Selection of Educational Media as previously stated in these policies will be applied to gifts.

G. Criteria for Weeding of Materials

Materials that are no longer useful shall be withdrawn from the collection as soon as they are identified. It shall be the responsibility of the library-media specialist to base weeding decisions on the following criteria:

1. Condition of material (worn and damaged)
2. Duplication of seldom-used materials
3. Obsolescence and/or inaccuracy of information
4. Inappropriate content based on age interest level
5. Lack of circulation
6. Supersession of serial materials.