

MATERIAL SELECTION POLICY

It is the policy of the Board of New Boston School District to provide a broad range of educational materials to enrich and support the curriculum and to meet the needs of the individual students and teachers. The professional staff should provide students with a wide range of materials of diverse appeal. Materials should be available in a variety of formats and represent varying levels of difficulty and varying points of view. In selecting materials, principles outweigh personal opinion. Materials are considered for their quality and appropriateness.

Responsibility

1. The Board of the New Boston School District assumes legal responsibility for the selection of materials in the District's library information centers.
2. Responsibility for the selection of all library materials is delegated to the professional library staff through the building Principal. The selection process involves open opportunity for consultation with administrators, faculty, supervisors, and students. Selection is based upon evaluation
 - a. by the professional library staff
 - b. in professional library tools and other review media
 - c. by other responsible professionals
3. In selecting materials library staff, administrators, and faculty are guided by the principles incorporated in the School Library Bill of Rights, the Freedom to Read Statements, standards adopted by the American Association of School Librarians, and the School Library Standards of the New Hampshire State Department of Education.
4. The collection will be developed systematically, ensuring a well-balanced coverage of subjects, opinions, and formats and a wide range of materials on various levels of difficulty supporting the diverse interests, needs, and viewpoints of the school community.

Criteria

1. Materials should support and be consistent with the District's general educational goals and the educational goals and objectives of our individual schools and specific courses.
2. Materials should be selected to enrich and support both the curriculum and the personal needs of our students and faculty, taking into consideration diverse interests, abilities, socioeconomic backgrounds, maturity levels, and students' extracurricular interests. Materials selected should encourage an appreciation for both informational and recreational reading, viewing, or listening.

**MATERIAL SELECTION POLICY
(Continued)**

3. Care will be taken to select materials meeting standards of high quality in
 - a. presentation
 - b. physical format
 - c. educational significance
 - d. readability
 - e. authenticity/accuracy
 - f. artistic quality or literary style
 - g. factual content
 - h. treatment that is clear, comprehensible, skillful, convincing, well-organized and unbiased
 - i. Special features, such as useful illustrations, photographs, maps, charts, graphs, etc.
 - j. Technical production/construction that is well crafted, durable, manageable, and attractive.
4. Materials should be considered relating to their overall purpose and their direct relationship to instructional objectives and/or the curriculum. Selected materials should support needs in the content areas and be appropriate to the variety of ages, developmental stages, ability levels, and learning styles represented by the particular facility for which they are chosen.
5. Materials should be selected representing opposing points of view on controversial issues, encouraging individual analysis.
6. The literary style of a work should be appropriate and effective for the subject matter and its intended readers or viewers.
7. The value of any work must be examined as a whole. The impact of an entire work will be considered, transcending individual words, phrases, and incidents.
8. Resource sharing will be considered in purchasing decisions. Materials may be purchased or not purchased based on networking and collaborative relationships with other area collections and depending upon extent of need.
9. Materials will be purchased in a variety of formats with efforts made to incorporate emerging technology when they meet the criteria outlined above.
10. Gift materials will be evaluated by the criteria outlined above and shall be accepted or rejected in accordance with those criteria.

**MATERIAL SELECTION POLICY
(Continued)****Procedures for Selection**

The school library media professional, in conjunction with teachers, administrators, and the school library media advisory committee, will be responsible for the selection of materials. In coordinating this process, the school library media specialist will do the following:

1. Arrange, when possible, for firsthand examination of items to be purchased.
2. Use reputable, unbiased, professionally prepared selection aids when firsthand examination of materials is not possible. Among the sources to be consulted are:

AASA Science Books and Films
American Film & Video Association Evaluations
Basic Book Collection for Elementary Grades
Basic Book Collection for Junior High Schools
The Best in Children's Books
Children's Software Review
Bulletin of the Center for Children's Books
Horn Book
Kirkus Reviews
Book Report
Booklist
Library Journal
Multimedia Schools
Reference Books for School Libraries
School Library Journal
Technology Connection
VOYA
Wilson Catalog series: Children's Catalog, Junior High School Catalog, Senior High School Catalog
CD-ROMs for Schools and Libraries
Other sources as appropriate.

3. Consider recommendations from faculty, students, and parents.
4. Judge gift items by standard selection criteria and, upon acceptance of such items, reserve the right to incorporate into the collection only those meeting the above criteria.
5. Purchase duplicates of extensively used material.
6. Purchase replacements for worn, damaged, or missing materials basic to the collection.
7. Determine a procedure for preventative maintenance and repair of material.

**MATERIAL SELECTION POLICY
(Continued)****Weeding**

The collection of the library information center will be continually reevaluated in relation to evolving curriculum, new formats of materials, new instructional methods, and the current needs of its users. Materials no longer appropriate should be removed. Lost and worn materials of lasting value should be replaced. Weeding is essential to maintaining a relevant, attractive collection. Materials considered for weeding may include those:

- In poor physical condition
- Containing obsolete subject matter
- No longer needed to support the curriculum or student/faculty interests
- Superseded by more current information
- Containing inaccurate information

Procedure for Challenged Materials

The following procedures will be followed when a citizen challenges the appropriateness of an item in the collection.

1. Complainant will be asked to complete a Citizen Request for Reconsideration of Materials. This report will be forwarded to the Superintendent, who will then inform the Board of the New Boston School District.
2. The Citizen Request will be forwarded to a review committee, appointed by the Superintendent that will consist of the library information specialist, the reading specialist, school board member, parent, and two members at large, the Principal, a teacher from the school involved, and an administrator from the central office.
3. A meeting of the review committee will be scheduled within one week of receipt of the Citizen Request.
4. Material will be judged by the committee as to its conformance with the criteria for selection listed in this selection policy.
5. The written decision of the committee will be forwarded to the Superintendent, who will inform the Board of the New Boston School District and complainant of the committee's decision.
6. If the complainant is dissatisfied with the decision, a request may be submitted to the Superintendent for a review of all proceedings by the Board of the New Boston School District, who will render a final decision as to the appropriateness of the materials in question.
7. Challenged materials will remain in circulation until the process is completed.

Proposed: 11/14/02
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NHSBA Review: 01/23/14