

Westside Community School Libraries

Selection, Maintenance, and Deselection Guidelines

The Mission of the Westside Community Schools Libraries is to be an integral part of the student learning process, to promote lifelong learning in a global society, to foster the skills necessary to become proficient and discerning consumers of information and to encourage reading for pleasure.

Westside Community School Libraries exist to support teaching and learning, to encourage the development of critical thinking skills, to help foster a love of learning and reading and to provide access to informational and recreational materials for its school communities in a variety of formats.

Selection of Library Materials

Responsibility for Material Selection

Initial purchase suggestions for library materials may come from all staff-classified, certified, and administrators. Students will also be encouraged to make suggestions. The certified school librarian will recommend materials to be included in the school library, and will curate collections of a variety of materials to be ordered.

The district administration and certified school librarians subscribe to the policy statements on library philosophy as expressed in the American Library Association's Library Bill of Rights and Freedom to Read Statement.

Selection Process

Certified school librarians are responsible for purchasing all library materials added into the collection. All materials added will go through the selection process outlined below.

1. Use Mackin, Follett, or Junior Library Guild to identify a list of materials to purchase.
2. Evaluate possible library materials using professional judgment and the following from Mackin, Follett, or Junior Library Guild:
 - a. Recommended titles
 - b. Professional reviews
 - c. Award lists
 - d. Grade or interest level
3. If the title is not found on Mackin, Follett, or Jr. Library Guild then the librarian will use the district criteria selection of materials form.
4. Curated lists of library materials are approved by the library curriculum chair or building administration. Lists are reviewed by K-12 library leaders and Westside administrative staff.
5. Approved orders are processed through the district's library services department.

Criteria for Selection of Materials

- Support and enrich the curriculum and/or students' personal interests and learning
- Meet high standards in literary, artistic, and aesthetic quality; technical aspects; and physical format
- Be appropriate for the subject area and for the age, emotional development, ability level, learning styles, and social, emotional, and intellectual development of the students for whom the materials are selected
- Incorporate accurate and authentic factual content from authoritative sources
- Ensure material is timely and not out of date
- Earn favorable reviews in standard reviewing sources and/or favorable recommendations based on preview and examination of materials by professional personnel
- Exhibit a high degree of potential user appeal and interest
- Represent differing viewpoints on controversial issues
- Provide a global perspective and promote diversity by including materials by authors and illustrators of all cultures
- Include a variety of resources in physical and virtual formats including print and non-print such as electronic and multimedia (including subscription databases and other online products, e-books, educational games, and other forms of emerging technologies)
- Demonstrate physical format, appearance, and durability suitable to their intended use
- Balance cost with need
- Represent the needs of the individual school, based on knowledge of the curriculum of the school, and requests from the professional staff.
- Meet the needs of the individual student, based on knowledge of students and requests of parents and students.

Gifts and Donations

We welcome donations of books and other resource materials from individuals and organizations but also reserve the right to refuse materials that do not meet the district's library selection criteria. The library does not affix a dollar amount for donations accepted for inclusion in the collection.

Nebraska Department of Education

- Our libraries will adhere to accreditation standards and guidelines provided by the Nebraska Department of Education.
- Our libraries will utilize the provided school librarian resources available through the Nebraska Department of Education.

District Board Policies

- Selection of Materials 6160

Professional Reviews

- School Library Journal
- Kirkus
- School Library Connection
- Publishers Weekly
- Booklist
- Teacher Librarian
- Hornbook

Qualified Vendors

- Mackin
- Follett
- Junior Library Guild
- Bound to Stay Bound
- Scholastic
- Local bookstores
- Demco
- The Library Store

Approved Funding Sources

- District Library Budgets
- Foundation Grants
- Community Club Grants
- Title Funding
- Lost/Damaged Library Fees
- Earnings from Book Fairs
- Additional Grants, upon approval of curriculum chair

Maintenance of Library Materials

Collection Maintenance

Library materials should be reevaluated on a regular basis. This is to ensure that collections remain relevant to the evolving curricula and the needs of the community. The following actions should be completed on a regular basis.

Collection Maintenance Continued

Collection Analysis

- A collection analysis is a report run by library vendors.
- It gathers and analyzes data from the collections.
- Reports will be completed by the library services department quarterly.

Inventory

- Westside High School's collection should be inventoried every other year.
- Westside Middle School's collection should be inventoried every other year.
- Elementary school's collections should be inventoried once every three years.

Deselection

- Using collection analysis, inventory reports, and their professional judgment, librarians will determine areas in need of deselection.
- The objective is to have collections with an average age of 15 years.

Deselection of Library Materials

This section provides guidelines for the maintenance and the deselection of materials for all libraries in Westside Community Schools. Deselection is the careful and considered removal of materials from a library collection. It is an essential part of collection management and necessary to remain relevant to the curricular and community needs.

Benefits of Deselection

- Keeps the collection current
- Gives the library an attractive, user-friendly appearance
- Creates the best utilization of available space
- Ensures optimum service with a high-quality collection of materials
- Locates materials needing repair, rebinding, or replacing

Deselection Criteria

Materials may be deselected if they meet the following criteria:

- Are in poor physical condition, and/or has unattractive format, design, graphics, and illustrations
- Have limited circulation records
- No longer align with district curriculum
- Are outdated in content, use, or accuracy; taking into consideration content that is not inclusive to our communities
- Are superseded by new or revised information
- Are not age-appropriate
- Include duplicate information that is no longer in heavy demand
- Were not selected in accordance with approved selection criteria

Suggestions for library materials that should be deselected may come from all staff-classified, certified, and administrators. The certified school librarian will review the requests and make the final decision to withdraw, relocate or remove the material.

Disposal of weeded materials

- Remove and/or mark out any stamped references to district buildings.
- Remove and/or mark out the district barcode and send it to the library services department.
- Materials may be disposed in one of the following methods
 - Recycled
 - Donated to classrooms and/or students.
 - All library materials that are donated will be further reviewed by the school librarian to ensure its appropriate placement.