

The Board of Trustees seeks to provide materials of the highest scholarship, standards and literary quality to meet the objectives of the educational program. Since the selection of such materials is a specialized field, selection shall be the responsibility of professionally trained personnel, that know the course of study, the methods of teaching, the individual differences of students and current trends. Such selection shall reflect the requests of the Board of Trustees, administration, faculty, students, and parents.

1. Does the content of this work contribute to the development of informed, reasonable, and intellectually responsible and independent citizens?
2. Is the content of this work accurate, timely and authoritative?
3. Will the material contribute to a better understanding of the world in which we live and of the human condition.
4. Will the material help to broaden and deepen the interests and understanding of the students?
5. Is the material presented in such a manner and at such a reading level as to be understandable to the group for which it is intended?
6. Do books and media offering factual information contain the necessary tables of contents, indexes, glossaries, and other aids to clarify and make readily accessible the contents of the books?
7. Is the content of this work suitable for the age group to which it is addressed?
8. Is the material free of bias as to sex, race, color, religion, or ethnicity?
9. Are graphs, charts, illustrations, etc., skillfully executed, and do they contribute to a better understanding and appreciation of the book?
10. Is the printing in the book large enough to be easily readable, and is the text spaced adequately on the page?
11. Are the physical characteristics of the book expected to survive a reasonable number of conditions?

Criteria For Printed Material:

A. Non-Fiction

1. Is the author competent and qualified in the field covered by the book, i.e., is the book factually accurate and objective in presentation?

2. Do the total content and emphasis serve the purpose for which the book is intended?

B. Fiction

1. Does the book have literary merit?
2. Is it true of human nature and experience?
3. Is the language appropriate to the purpose of the book?
4. Does it have good characterization?
5. Will it serve to develop the reading interests of the student?

C. Periodicals

1. Is this periodical needed for reference work? If so, are its contents accessible through indexes?
2. Will this title serve to keep the library collection up-to-date?
3. Is there demand for this title?
4. Will the periodical supplement the book collection?
5. Is the magazine's personal bias, if it exists at all, made sufficiently clear?

D. Non-Printed Materials

1. Audio Materials

- a. Does the material contribute meaningful content to the topic under study?
- b. Is the commentary clear and natural?
- c. Is the material of satisfactory fidelity?
- d. Is the commentary rhetorically good and grammatically correct?
- e. Is the material dramatic in its presentation?

2. Visual Materials

- a. Do the materials give an authentic picture of ideas they present?
- b. Is the pace of materials psychologically correct (neither too slow nor too fast)?
- c. Is the juxtaposition of caption or commentary to the picture satisfactory?
- d. Is the photography technically excellent.
- e. Will the picture content make the material out of date in a few years?

Selection tools to be used.

Suggested selection tools listed on pages 59 through 63, of *Managing School Libraries in Elementary and Secondary schools*, published by the State Department of Education, 1980, should be used whenever feasible.



LEGAL REFERENCE:

Managing School Librairies in Elementary and Secondary Schools SDE 1980

ADOPTED: 9/19/77

AMENDED: