

## PROCEDURES FOR SELECTION OF EDUCATIONAL MATERIALS FOR LIBRARY/MEDIA CENTERS AND THE CURRICULUM

### I. Criteria for selection of educational materials for library/media center:

- A. Needs of the curriculum
- B. Needs and interests of the students and staff beyond the curriculum
- C. Extent of existing collection
- D. Overall purpose
- E. Timeliness of permanence of materials
- F. Importance of subject matter
- G. Quality, style, accuracy, authenticity and objectivity of the presentation
- H. Readability and popular appeal
- I. Appropriateness of vocabulary / concepts / dialogue and sound effects
- J. Reputation and significance of the author/artist/composer/producer/publisher
- K. Technical quality
- L. Format and price

### II. Selection Aids:

Whenever possible, materials will be read, previewed or otherwise examined before selection. Selective bibliographies and critical reviews in professional selection tools will be consulted regularly. Full advantage will be taken of review and discussions at school selection meetings at the Cuyahoga County Public Library, where materials may be examined before purchase / and at other professional meetings and exhibits.

### III. Gifts

- A. Gifts must meet the same criteria as any materials purchased for the school library/ media center.
- B. Gifts may be disposed of in accordance with the weeding policy as outlined in Section IV of this document.
- C. Gifts of money will be spent to purchase materials in accordance with the materials selection policy.

### IV. Weeding the Collection

- A. Judicious discarding is a continuous and important process which assures the accuracy of the information within a collection. It is as important in maintaining a useful and usable collection as is the careful selection of new materials.
- B. Library/media center personnel shall eliminate materials which are beyond repair, are no longer factual, are outdated, are no longer used or no longer meet the criteria established for selection.

### V. Controversial Materials

- A. An effort shall be made to select equally representative materials covering contrasting points of view.
- B. Materials shall provide an unbiased understanding of actual conditions and should not unfairly, inaccurately, or viciously disparage a particular race, religion or sex.

- C. Materials on religion shall be chosen to explain, rather than to convince, and shall be selected to represent the field as widely as possible.
- D. Materials on political theories and ideologies or on public issues shall be selected with the idea of maintaining a balanced collection representing various views.
- E. Materials on physiology, physical maturation or personal hygiene shall be selected for their accuracy and good taste. They shall be subjected to the usual tests of literary and artistic merit and reality by the librarian, who takes into consideration the reading public, prevailing community standards and redeeming social values of the materials. The fact of sexual incidents or profanity appearing shall not automatically disqualify instructional material. Rather the decision shall be made on the basis of whether the educational material presents life in its true proportion, whether circumstances are realistically dealt with, and whether the material is of literary value when judged as a whole. Factual material of an educational nature on the level of the reader public shall be included in the library collection.
- F. Materials should be selected for their strengths rather than rejected for their weaknesses.

#### Selection of Educational Materials for the Curriculum

- I. Rationale of selection procedures:
  - A. Education today must use a wide variety of educational materials to help accomplish the complex goals and objectives necessary for students to function in society.
  - B. Because we recognize the uniqueness of each individual student, a single resource, textbook, film, or instructional program may not be the only source for the instructor to use. In some instructional situations, a single textbook may be acceptable while in others a number of texts, film s, or media would be needed to help the instructor in the process of education.
  - C. The selection of educational materials, both written and visual, is part of a larger concern which is the development of a curriculum structure as a whole.
- II. Development of courses of study and selection process of educational materials for the curriculum:
  - A. B.County-wide committees of teachers, principals /the curriculum director and county office personnel develop courses of study and evaluate textbook,S that would help implement the courses of study.
  - B. The Lorain County Board of Education reviews and adopts courses of study and approves textbook selections.
  - C. Board adopted courses of study are filed with the Ohio State Department of Education.
  - D. C.Other educational materials for the curriculum are evaluated by teachers/principals and the curriculum director. They recommend their selection to the principal and curriculum director with final approval by the superintendent.

III. Criteria for selection of educational materials for the curriculum:

- A. Relevance. Material shall be appropriate to the course objectives / overall goals of the school system / and interests of students.
- B. Reading level. Material shall be appropriate for the reading competencies of the students intended.
- C. Merit. The value of materials selected for educational use shall be based on prevailing community standards / redeeming social value and overall literary value with respect to age and grade level. Material shall meet the criteria as outlined in Section V.
- D. Content. Materials shall be consistent in meeting course objectives.
- E. Scope. Materials shall be broad enough to cover a variety of student interests and abilities.
- F. Style. Materials shall be presented or written in an interesting manner suitable for the student.
- G. Format. The physical make-up and organization of the material shall be consistent with the intended use.

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