

PROCEDURES FOR SELECTION, MAINTENANCE, AND RECONSIDERATION OF LIBRARY RESOURCES

The Rocky Hill Public Schools is committed to providing an enriching collection of library resources to support the well-rounded development of student instruction and learning. These materials and resources are meant to:

- Ensure that the library have numerous materials that enrich and support the curriculum and meet the needs of student learning and faculty served.
- Equip students and teachers with a wide range of educational materials in a variety of reading levels, genres, interests, and points of view.
- Provide materials in multiple formats, including up-to-date, high quality, varied literature to enhance the development of exceptional reading skills, critical thinking, and strengthen a love of reading.

The library/media staff and administrators are responsible for the selection, maintenance, and reconsideration of all resources using the following criteria and procedures.

I. SELECTION

When selecting materials, evaluative criteria includes:

1. Support and enrichment of the curriculum, learning, and students' personal interests.
2. High standards in literary, artistic and aesthetic quality, technical aspects, and physical format.
3. Appropriateness of the subject area, as well as the age, emotional development, ability level, learning styles, and social, emotional, and intellectual development of the students for whom the materials are selected.
4. Accurate and authentic factual content from authoritative sources.
5. Favorable professional reviews in standard reviewing sources and/or favorable recommendations based on preview and examination of materials by professional personnel.
6. Appeal and interest of potential users.
7. Differing viewpoints on controversial issues (as grade-level appropriate), fostering the development of analytical skills by making informed decisions.
8. Global perspectives by including materials from authors and illustrators of varied backgrounds/cultures.
9. Variety of formats including print, non-print, electronic and multimedia, subscription databases and online products, e-books, and other forms of emerging technologies.
10. Cost analysis based on the value and need as related to the curriculum.

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OF LIBRARY RESOURCES (continued)**

11. Alignment of materials to promote reading and instruction in the library, research, digital citizenship, and study skills that have been integrated into all areas of the curriculum.

Prior to purchase, curriculum and library resources must be approved by the building or central office administration.

Gifts and donations are accepted with the understanding that the decision for use and disposition of the materials and/or funds will be determined using the same selection criteria as purchased materials. All materials should support the curriculum and needs of the users. Gifts and donations, like purchased resources, will be removed from the collection at the end of their useful life.

II. MAINTENANCEInventory

The library/media department will conduct periodic inventories of the book collections and media resources. The inventories will be reviewed to determine materials to be considered for replacement.

Collection Maintenance Plan

The library/media department will develop a collection maintenance plan that includes systematic and periodic inspection of materials resulting in the removal of outdated, damaged, or irrelevant materials from the collection. (See RHPS Policy-Series 3200 Business - Disposal of Obsolete or Surplus Equipment/Materials)

III. RECONSIDERATION (Review of materials)

When the inclusion of selected material(s) is questioned and/or the removal of selected material(s) is requested by an employee or community member, the following procedures will be followed:

1. The library/media department or school administrator will review the selection process for the particular material with the requester. The requester may be asked to read the entire resource if the objection/concern is based on a passage in the material.
2. If the issue is not resolved, the requester will be asked to complete a “Reconsideration of Resources” form (Appendix A). The completed form will be returned to the school administrator and forwarded to the Assistant Superintendent for Curriculum and Instruction for further review.
3. The Assistant Superintendent for Curriculum and Instruction and the school principal will review the material in question and meet with the requester to discuss the outcome.
4. If the requester is not satisfied with the outcome, the issue will be brought to the Superintendent of Schools who will make the final decision.

RECONSIDERATION OF RESOURCES FORM

(Please complete this form and return it to the school administrator. Note: By submitting this form it becomes a public record and a copy may be requested by any member of the public.)

Name _____ Date _____

Address _____ City _____ State _____

Zip Code _____ Phone _____ Email _____

Who do you represent?

Yourself Organization (Name) _____

What type of resource are you commenting on?

- Book Textbook Video
- Display Magazine Library program
- Audio recording Newspaper Other:

What is the title of the resource? _____

Who is the author or producer? _____

What brought this to your attention? _____

Have you examined the entire resource? Yes No

I am suggesting removal of this resource because (use additional paper if necessary)

I am suggesting this resource be considered for inclusion because it supports the curriculum in the following ways (use additional paper if necessary)

For administrative use:

Date: _____ Approved Denied

Reason: _____
