



School Library Materials Selection

4.403.1p

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Standard Operating Procedure Outline

<i>Category:</i>	Instructional Services	<i>Department:</i>	Chief of Schools		
<i>Procedure:</i>	School Library Materials Selection Procedure				
<i>Policy Reference # :</i>	4.403	<i>Version:</i>	1.0	<i>Date Revised:</i>	December 10, 2021

Objectives of Selection

- To provide access to a wide variety of resources that support the education programs and environment in which teaching and learning are the primary emphases and play a critical role in preparing learners for life in an information-rich society.
- To ensure access to a wide variety of reading materials to increase the likelihood that learners choose to read and become lifelong readers and learners.
- To maintain a current, diverse, and inclusive collection of reading and information materials in multiple genres and formats that support the developmental, cultural, social, and linguistic needs of all learners and contributes to each learner’s ability to read for informational needs and for personal enjoyment.

MNPS Library Mission Statement

Metro Nashville Public Schools Libraries develop students who are critical thinkers and thoughtful users of information through teaching, collaboration and a rich collection of resources. Our school libraries are diverse, student-centered learning hubs that promote teacher and student success through collaboration, inquiry, and literacy across all disciplines. We ensure equitable services and access to high quality, educational, relevant resources for students.

Support of Intellectual Freedom

The school libraries of this district are guided by the principles of intellectual freedom inherent in the First Amendment of the Constitution of the United States and expressed in the Library Bill of Rights of the American Library Association, and its interpretative statements, including “Access to Resources and Services in the School Library Program” and The Students’ Right to Read statement of the National Council of Teachers of English.

Criteria for Selection

- Materials support and enrich the curriculum and/or students’ personal interests and learning.
- Materials are selected in all formats, including up-to-date, high quality, varied literature to develop and strengthen a love of reading, support and enhance the curriculum, and support the needs of students, and staff.
- Materials are recommended 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.
- Materials are judged based on the content and style of the work as a whole, not by selected portions or passages.
- Materials incorporate accurate and authentic factual content from authoritative sources.
- Materials earn favorable reviews in standard reviewing sources and/or favorable recommendations based on preview and examination of materials by professional personnel.
- Materials exhibit a high degree of potential user appeal and interest.
- Materials represent a variety of viewpoints. Librarians strive to provide information on various sides of a controversial issue. By having access to a variety of resources, students will have the knowledge base to develop critical thinking and problem-solving skills, resulting in informed decisions.
- Materials provide a global perspective, demonstrate cultural relevance, and promote diversity by including materials by authors and illustrators of all cultures.
- Materials include a variety of resources in print and non-print formats.
- Materials demonstrate physical format, appearance, and durability suitable to their intended use.
- Materials should be accessible to learners with special needs.
- Consideration is given to requests from students and staff.
- In selecting materials, school librarians balance cost with need.
- Every book is not for every reader, but every child should have access to books they may want to read. School librarians strive to know learners and assist them in finding books that fit their needs and interests. If your student checks out any library material the family deems inappropriate, please return the item to the school. Please talk with your child about your expectations for content they consume. Please partner with the school librarian.

- A parent/guardian has the right to determine what's best for their child and only their child. Therefore, the reconsideration processes already in place should be strictly followed. See the MNPS Reconsideration Procedure.

Responsibility for Selection

- MNPS school librarians are responsible for developing the school library collection using the adopted criteria for selection.
- They are unfettered by their personal, political, social, or religious views, and resist efforts by individuals to define what is appropriate for all students or teachers to read, view, or hear.
- They do not impose age or grade level restrictions on the use of resources nor limit the use of Limitless Libraries unless a parent has opted their child out of utilizing this service.
- The Library Services department supports [AASL's Position Statement on Labeling Practices](#).
- Policies, procedures, and rules related to the use of resources and services support free and open access to information.

Limitless Libraries

- Through our "[Limitless Libraries](#)" partnership with the Nashville Public Library, each school receives books selected by collection development librarians at the Nashville Public Library.
- Through our partnership with the Nashville Public Library, students are automatically enrolled in the Limitless Libraries program and may reserve books from the Nashville Public Library and receive those books at their school.
- If the student is accessing the Nashville Public Library's catalog at school, the catalog is scoped to the tier level of the student. Students in K-5 will only have access to the Juvenile collection, while students in grades 6-12 will have access to the full catalog.
- Parents/guardians are encouraged to regularly monitor their child's Limitless Libraries account.
- Parents/guardians may "opt-out" of the Limitless Libraries program by contacting their child's school librarian and completing the required form.
- If your student checks out any library material the family deems inappropriate, please return the item to the school or to the nearest public library branch. Please talk with your child about your expectations for content they consume, and you can consider opting out of Limitless Libraries, if you prefer.

Gifts & Donations

- Gifts and donations should meet the same standards of quality as stated in “Criteria for Selection.”

Weeding

- School librarians will conduct a full inventory of their library collection every year ending in an odd number.
- Weeding is a necessary process for the removal of materials that are no longer useful to the library collection.
- Before weeding, a collection count should be obtained.
- Weeding is a continuous process that will keep the collection effective and up to date.
- Weeding should be done throughout the year and not just at the time of inventory.
- It is the responsibility of the school librarians to determine materials to be weeded/ withdrawn.
- The following criteria are considerations for items that should be regularly weeded from the collection:
 - poor physical condition.
 - outdated or contain information that is no longer accurate.
 - not suitable for the grade level using the collection
 - duplicate copies of items no longer popular or needed
 - no longer relevant to the curriculum or of interest to students
- School librarians should develop a collection maintenance plan that includes systematic inspection of materials that would result in weeding outdated, damaged, or irrelevant materials from the collection.
- When space is insufficient to provide room for expansion of the collection, weeding is encouraged. Exceptions to the above considerations may include rare and unusual materials or works by local, regional, or state authors.
- When weeding occurs, the withdrawn materials may be offered to students and staff prior to sending for recycling.
- If a school librarian needs to weed below the State Minimum Requirements, the school librarian should consult Library Services.

State Minimum Requirements

- MNPS strives to maintain a “Standard” collection of 15 items per student.
- The Tennessee Electronic Library can count for 30% of your collection, if the school librarian has been trained on TEL’s databases. This means that at minimum, an MNPS school library should have 10.5 books per student.

Procedure Revisions

- Internal or external changes may impact library procedures and result in the need for procedure revision. All library procedures, including the selection procedure, will be reviewed annually for necessary revisions.
- No revision will be undertaken while a formal challenge to a library resource is occurring.
- Revisions will occur after the final decision on the questioned material has been made, if deemed necessary.

Appendices

- First Amendment of the Constitution of the United States
- Library Bill of Rights of the American Library Association
- The Students' Right to Read statement of the National Council of Teachers of English
- Limitless Libraries
- AASL Position Statement on Labeling Practices
- MNPS Reconsideration Procedure for School Library Materials