



AP 3-701 – LIBRARY MATERIALS SELECTION AND ADOPTION

BACKGROUND

PROCEDURES

- (1) Selection refers to the process of choosing and acquiring books and non-book materials for use in the school library.
- (2) Selection is a continuous process, and does not take place merely once or twice a year. New and replacement titles, as well as areas of need, require constant attention.
- (3) A consideration file, listing needed and suggested material is kept on hand in the library, and is constantly being added to as requests are submitted.
- (4) Every staff member has a right to suggest or request either specific titles in areas of need at any time. However, it should be the responsibility of the principal to make the final order, keeping the whole collection in mind.
- (5) As much as possible, selection is done from recognized sources and selection aids. Such selection ensures the merit and relevance to the users of the materials selected. Publishers' catalogues can be consulted in order to determine what materials are current, but such sources should not be relied on for selecting recommended, relevant and useful material.
- (6) Since the library seeks to meet the needs of the students, student requests, made either formally or informally, may be taken into consideration.
- (7) The division does not condone the acquisition of materials which are designed to be offensive or openly subversive. At the same time, the division attempts to make available books and other materials of a wide variety, for the purpose of supporting the curriculum and providing social and recreational reading.
- (8) Any public complaints regarding materials in the library can be made through the regular channels, using the proper complaint form.