

**Series 6000 – Instruction**

**1. Elementary and Secondary**

**F. Instructional Resources**

**(1) Equipment, Books and Materials: Provision/Selection**

**(a) Evaluation/Selection of Instructional Materials for the Library/Media Centers**

**I. GOALS**

In conjunction with district level goals:

1. To implement, enrich, and support the educational program of the district through the selection of resources at the library/media centers.
2. To improve student learning and teaching through access to materials and resources.

**II. LIBRARY SELECTION POLICY**

Materials are selected to help deliver the curriculum and meet the specific interests of individual students. Collections therefore should represent depth and breadth of materials for the grade levels they serve. The collections provide a wide range of materials on diverse levels representing many points of view. Materials are collected in a variety of formats that support classroom instruction. To a lesser extent, materials to pursue individual talents and interests appealing to children and young adults are also provided. A small professional collection is also maintained.

When selecting online resources the Library Media Specialists conform to the Acceptable Use Policy adopted by the district and criteria used to assess the quality of materials in other formats. Access to the Internet resources, however are not subject to the Materials Selection Policy. Signing the Acceptable Use Policy (AUP) represents an understanding by a student and his/her parents(s) or guardian(s) that the Suffield School District does not control information on the Internet. The complete AUP is appended.

**III. RESPONSIBILITY FOR SELECTION**

The day-to-day operation of the Media Centers is delegated to certified Library Media Specialists under the supervision of the building administrators. The Library Media Specialist coordinates, selects, and purchases all materials with the extensive help and advice of administrators, coordinators, curriculum chairs, teachers, students, and parents within the district. Final approval of the selection of materials rests with the building administration. When selecting materials, the values of the community and age of the students will be considered.

The Superintendent or his designee has the authority to empower a group of professionals to develop criteria for selection based on the overall quality and merits of the materials.

#### IV. CRITERIA FOR SELECTION

This selection policy reflects the philosophy and goals of the school system and supports the principles of intellectual freedom described in *Information Power: Guidelines for School Library Media Programs* and the *Library Bill of Rights* (ALA). Useful overarching guides are the State of Connecticut's Common Core of Learning and the Learning Resources and Information Technology Framework.

#### V. POLICY ON CHARGES

There are no fees or costs attached to material usage. In the case of lost items, at the end of the school year, the person responsible for financial obligations is billed for the replacement cost of materials not returned. In the event of a student's inability to pay replacement costs due to financial hardship, a referral is made to the building's administration.

Policy adopted: January 20, 1981  
Policy revised: February 27, 2007

SUFFIELD PUBLIC SCHOOLS  
Suffield, Connecticut