West Ada School District
EDUCATIONAL
PROGRAM
Series 600

Policy Title Selection of School Library, Classroom Library, and Supplemental Educational Resources

Policy No. 602.21

Philosophy
The policy of the Board of Trustees of West Ada School District is to provide a wide range of learning resources at varying levels of difficulty, with diversity of appeal and different points of view. The district supports the principles of intellectual freedom inherent in the First Amendment of the Constitution of the United States.

For the purposes of this statement of policy, the term “learning resources” will refer to any material including digital resources with instructional content or function that is used for formal or informal teaching/learning purposes.

The Board of Trustees of West Ada School District affirms that it is the responsibility of its professional staff to identify and select learning resources.

Criteria for Selection of Learning Resources
The following criteria will be used as they apply:
A. Learning resources shall support and be consistent with the general educational goals of the state and the district, and the aims and objectives of the West Ada School District’s curriculum. The resources shall also support individual schools and specific courses.
B. Learning resources shall be selected for their overall strengths rather than rejected for their weaknesses.
C. Learning resources shall be selected based on their ties to the curriculum, intended audience, and student age/grade level
D. In selecting learning resources, professional personnel will evaluate existing collection and curriculum needs and will consult reputable, professional sources.
E. Fiction
Fiction is acquired to support curricular areas as well as to develop the reading interests of students. Complementary to the criteria established for selection of other media, the following criteria should also be considered:
a. Readability and effectiveness in sustaining reader interest;
b. A well-organized plot which is credible within its own framework;
c. Convincing characterization;
d. Skilled use of language;
e. Valid representation of the aspect of life chosen by the author;
f. Honest presentation of emotions, problems, values or ideas;
g. Originality, contribution to literary appreciation or aesthetic values.
**Gift Resources**
Gift materials, including materials donated by teachers, parents and students, free materials, commercially sponsored materials and materials donated as a result of a grant, shall be judged by the selection criteria outlined and may be included in library collections or used as classroom resources based on those criteria.

**School Library Resources**

A. **Responsibility**
   The responsibility for coordinating the selection of school library learning resources and making the recommendation for purchase is delegated to the professional library personnel. In secondary schools, the library media generalist is responsible for recommending selection and/or deletion of library materials to the building principal. In elementary schools, the building library assistant, working with the building teachers and, as needed, the district library coordinator, is responsible to recommend selection and deletion of library materials to the principal for his/her approval.

B. **Collection Development**
   The library media centers in the district provide materials that support curriculum and enable and encourage independent study, personal reading and research. The success of the library program depends on the quantity, depth, breadth and quality of the resources available in the collection.
   Requests and suggestions from the staff and students shall be considered based on the selection criteria.
   1. **Weeding**
      Selection is an ongoing process that should include the removal of materials no longer meeting the selection criteria and the replacement of lost and worn materials still meeting the selection criteria. Weeding is a necessary aspect of curation, since every library will contain materials which may have answered a need at the time of acquisition, but which, with the passage of time, have become obsolete, dated, unappealing, or worn out.

C. **Disposal**
   Refer to policy 803.21

**Classroom Library Resources**

A. The responsibility for coordinating and recommending the selection of classroom library resources to the building principal is delegated to the professional teaching personnel.

B. Classroom Library Resources are for individual student interest and do not have to be approved by the board. Teachers will use the same collection development criteria as school libraries when curating their classroom library.

**Supplemental Books**

A. Supplemental books used for classroom instruction are defined as resources used to instruct the entire class or a large group of the class in the sense that it has become curriculum, which must be approved by the board.

B. Supplementary books used for classroom instruction must come from the district-approved supplemental book lists. Curriculum coordinators will maintain the lists for each content area.

Date of Adoption: