

Library Materials Selection and Adoption (and Withdrawal)

Selection

Selection of library books, filmstrips, audio tapes and records electronic media, and other materials accessible to students through the libraries of the schools is conducted by the library/media personnel in cooperation with the curriculum and library/media committees designated task force in accordance with TPCA policies.

Annually, lists of library materials which have been purchased or withdrawn by the school, will be reported to the TPCA Board.

Withdrawal

Elimination of library materials which are worn out or unused or which no longer meet student or curricular needs may be initiated out by personnel of the school library and reported to the Principal and TPCA Board in compliance with Board policy on disposal of school property. Items must be listed by title and quantity for such disposal.

If the withdrawal of a specific item is in response to a request by a SVVSD resident, TPCA policy regarding public complaints about instructional materials must be followed.

In order to maintain a current and highly usable collection of materials, media specialists shall provide for continuing renewal of the collection, not only by addition of up-to-date materials but also by the judicious elimination of material which fits any of the following criteria with the exception of specified Core Knowledge books:

1. It no longer meets students or curricular needs
2. It is not used and is deemed unlikely to be used
3. Its physical condition renders it unusable

If an item is being considered for elimination because it is deemed by the library/media personnel, the Principal or designee to be inappropriate for the maturity level of the students served by the school, the title of the item must be reported to the Principal, administration, or designee. The Principal administration or designee will arrange for the item to be reviewed by the curriculum or library committee. This committee will recommend to the Principal whether administration whether the item should be:

1. Retained
2. Removed from the school and disposed of.
3. Moved to the Young Adult section or teacher resource room. The Principal will administration will report all such recommendations to the TPCA Board. Any removal must be approved by the TPCA board in advance of removal.

Adopted November 29, 1999
Revised February 2, 2011

CROSS REFS.: T-DN, School Properties Disposition
T-IJL Library Materials Selection and Adoption
T-KEC, Public Concerns/Complaints about Instructional Resources
T-KEC-E
T-KEC-R
T-IJ Instructional Resources and Materials
T-IMB Teaching about Controversial/Sensitive Issues