

TITLE: Generalized Policies and Procedures for the Selection and
Screening of Library Materials
State Board of Education Ref: 18-5-20, 18-5-21d

- A. Broad objectives in relation to the selection of media and materials
1. To secure a well-balanced collection of materials which will supply a variety of reading and audio-visual experiences.
 2. To recognize children's interests and the expansion of their interests.
 3. To aid in broadening the student's fields of knowledge through the use of books.
 4. To meet the need for materials in relation to the current curriculum and basic trends in education.
 5. To make determinations as to whether the style of the materials (vocabulary, form, illustrations, etc.) and date (if important, such as in the science field) are suitable for the collection.
- B. Limited means for the screening and selecting materials
1. Suggestions from teachers, students, and other related to the field of education.
 2. Lists included in textbooks, supplemental materials, etc.
 3. Book displays, fairs, book stores, other library collections, etc.
 4. Screening of books recommended through Children's Catalog and Junior High School Library Catalog and the review sources used by them.
 5. Current needs in relation to the total present collection.
 6. Review of materials after they are received by the librarian and possibly others, such as other adults working in the library, language arts teachers, etc.
 7. Determine if subject matter, pictures, etc., are suitable for the individual library.
 8. Determine if the material has been reviewed by any noted sources.
 9. Consultation with other members of the profession.
 10. Gifts are examined critically in terms of the criteria which is applied to materials purchased for library use.