

R 3-28-1 Selection Policy for Instructional Media

The Preston County Board of Education shall have the final responsibility and authority for the purchase of all instructional library materials media. The Board shall delegate to the principal and the school librarian, the responsibility for the selection of the instructional media. In those schools that do not have certified librarians, the principal will designate a person(s) to be responsible for media selection. In the event that a particular media item is questioned, employees shall follow the policies set forth in *File: 3-29 Complaints Regarding Educational Materials*.

The primary goals of any media center are to be curriculum supportive and to promote reading for pleasure. The librarian or designee selects instructional media guided by standard selection aids with recommendations for consideration from the administrator, teachers, and students of each school.

Classification and Cataloging

All instructional media is to be classified and catalogued materials, according to the American Library Association Standards.

Criteria for Selection of Media

- ❖ **School/Community Analysis** - A systematic needs assessment of the information needs of the users to be served is the first step. Recommendations of administrators, teachers, and students are considered. Evaluating use patterns also aids in the selection process.
- ❖ **Selection** - The final selection of instructional media is based upon standard selection tools and the opinion of a professional certified librarian or designee. Standard selection tools include, but we not limited to, the following:
 - Booklist
 - Wilson's Library Bulletin
 - School Library Journal
 - Horn Book
 - Bulletin of the Center for Children's Books

In selecting information resources for the library media program, both the internal holdings and the available information services must be considered so that newer forms of information and technology can be incorporated at the appropriate time and in accordance with curriculum needs.

- ❖ **Acquisition** - Information resources must be obtained in accordance with county policy regarding purchase of media and administrative approval through the proper channels.

Criteria for Evaluation of Media

Evaluation of collection plans, of the collection as a whole, and of individual items must be on-going. Evaluation of the collection relates what exists in the collection of what is needed; provides guidance for making decisions about the collection; provides a measure of the effectiveness to the plan; and directs monetary resources to areas needing attention. Some of these techniques include collection mapping, user satisfaction surveys and analysis of inventory and circulation statistics.

SOURCE: American Association of School Librarians and Association for Educational Communications and Technology, Information Power: Guidelines for School Library Media Programs, United States.