

**School District of Bayfield
Instructional and Library Materials Selection Procedure**

A. Definition of Materials

Educational materials (print and non-print) are all resources that are used or available for teachers, students or interlibrary use within the educational environment of the Bayfield School District.

B. Selection personnel

Materials for the school libraries are selected by professional personnel in consultation with administration, faculty, and students. Final decision rests with the librarian.

C. Criteria for selection

1. Needs of individual school
 - a. Based on knowledge of the curriculum
 - b. Based on requests from administrators and teachers
2. Needs of the individual students
 - a. Based on knowledge of children and youth
 - b. Based on requests of parents and students
3. Provision of a wide range of materials on all levels of readability and age appropriateness with a diversity of appeal and the presentation of different points of view on controversial topics
4. Provision of materials that are relevant, current and are endowed with artistic and literary merit
5. Provision of materials that foster respect for a pluralistic society and minorities
6. Provision of materials that are authoritative and accurate because of the publisher/author's reputation or scholarship

D. Selection tools

The following selection tools are used:

1. Senior High School Catalog and Children's Catalog (H.W. Wilson Company)

2. Reputable and recommended reviewing periodicals, such as The School Library Journal, The New York Times Book Review, Horn Book Journal, and Booklist Journal

3. Recommended bibliographies such as Best Books of (year), Choices (CCBC), and Wilson Fiction Catalog

E. Donations

The professional library staff reviews educational materials given to the Bayfield School District library. The professional library staff accepts or rejects materials on the basis of the selection criteria enumerated above.

F. Weeding

On a regular basis, the librarian will remove materials that have misleading or outdated information, that have poor appearance, that have been superseded by newer editions and recent research, that are trivial in their relationship to the school's curriculum or have not circulated for over five years. The intent of the weeding is to maintain a collection that is appealing, current and satisfies an overwhelming proportion of the students' needs.

CROSS REFERENCE:	Policy 361	Selection of Library and Instructional Materials
	Policy 361.2	Reconsideration of School Library Materials
	Policy 871	Public Complaints About Instructional and Library Materials
	Policy 871 Exhibit	Citizen's Request for Reconsideration for a Book

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