

Materials Selection

Materials Acquisition Procedures

Patrons and colleagues are encouraged to suggest specific materials for purchase and to identify topic areas as well. The opinion of recognized curriculum specialists shall be sought out by staff members when purchasing within identified areas. Media Services newsletter will print articles and distribute to teacher librarians promotional information about patron input into purchases. Individuals may contact Media Services and ask to be informed when new material or newly purchased material by inclusion of information in newsletters and catalogs. Patrons and colleagues will be routinely informed of new acquisitions via various means, including print and electronic.

Selection and purchase of materials is an on-going procedure, occurring at all times during the year.

- a. In selecting materials for purchase for Media Services, the teacher librarian will evaluate the existing collection and the curriculum needs. Teacher librarians will consult reputable professionally prepared selection aids and other appropriate sources.
- b. Recommendations for purchase will be solicited from AEA staff, school media personnel, teachers and administrators in Central Rivers AEA.
- c. Selection is an on-going process which should include the removal of materials no longer appropriate and the replacement of lost and worn materials still of educational value.

Continual Re-Evaluation of Collections

All materials held in Media Services collections are subject to continual reevaluation in terms of their support for the program mission statements.

Materials no longer of value to their particular program will be disposed of according to Board policy.

Gift Acceptance Procedure

Gifts to Media Services will be evaluated by the teacher librarians prior to acceptance using the same instructional criteria as is applied to materials purchased by Media Services. The conditions of gift acceptance will be individually negotiated with the person or organization donating the material. Disposition of the material becomes the prerogative of Media Services and will be made consistent with the objectives of the schools and the principles and standards set by Media Services for its collection.

Acceptability of Materials to Local Schools

In a free society a patron or group of patrons can object to a material's use in their own school curriculum; however, they should not seek to bar the existence of the material itself or to control the use of the material in neighboring school curriculums.

If a patron of a Central Rivers AEA school should raise an objection to the use in their school district of an AEA-provided instructional item, Media Services staff will make every effort to support the local school's policies in regard to the reconsideration of the use of the material within the context of the school curriculum.

Each local public school district and accredited non-public school is the sole judge of what materials are useful in accomplishing their instructional goals. Media Services will provide materials chosen by procedures previously outlined in this policy.

If a local public or accredited non-public school decides that it does not wish to use certain materials, it may notify Media Services in writing and every effort will be made by Media Services staff to meet this request. However, if Media Services owned material becomes the subject of an objection, the materials involved will remain in the collection until every public and accredited non-public school in Central Rivers AEA has notified Media Services that it has no use for the materials in question.

Any citizen in Central Rivers AEA who requests access to the materials for the purpose of close scrutiny shall be requested to contact the local school to make arrangements for reviewing said material. Should this prove problematic, the school shall notify the AEA and materials may be viewed at the AEA.

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