

Selection of Library Materials

Objective: The objective of the media center is to make available to faculty and students a collection of materials that will enrich and support the curriculum and meet the needs of the students and faculty served (American Library Association).

I. Responsibility for Selection of Materials

- A. The responsibility for the selection of print and non-print library materials is delegated to the certified school librarian at each campus, with the approval of the school principal.
- B. Teachers, students, administrators, parents and interested citizens are encouraged to suggest books and other materials for purchase.
- C. Ultimate authority for determining and approving the curriculum and instructional program of the district lies with the Board of Education.

II. Collection Acquisition

A. Responsibility for Selection

- Library Media Specialist
- Instructional Materials Selection and Adoption Policy of Humble ISD
- School Board- [See Humble ISD Board Policy Manual](#)

B. Selection Policy

Although Humble ISD has a board-approved Instructional Materials Selection and Adoption Policy, district librarians recommend more library-specific criteria.

C. Consult following selection criteria using recommended selection sources.

1. Alignment to curriculum/campus plans
2. Relevance to patrons' academic and recreational needs
3. Suitability of subject
4. Reading levels of students
5. Cultural diversity
6. Collection analyses
7. Provision of alternate viewpoints

8. Cost
9. Potential or known demand
10. Authority and competence of author, composer, filmmaker, etc.
11. Reputation of the publisher or producer
12. Appeal and durability of book/material
13. Availability of shared resources (Humble ISD Professional Learning Center, District Union Catalog)

D. Challenged books (See [Challenged Materials](#) and [Reconsideration Checklist](#)) Information also available at:

Humble ISD, School Board, Board Policy, search library

<http://pol.tasb.org/Policy/AdvancedSearch/593?filter=%22library%22&typeFilter=LEGAL^LOCAL^REGULATION^EXHIBIT^>

E. Follow established purchasing procedures using approved forms

1. Consult Humble ISD Purchasing Policy and Procedure Manual
2. Consult Instructional Technology procedures
3. Consult Humble ISD Warehouse Catalog
4. Consult campus bookkeeper for Activity Fund purchases

III. Procedure for Selection

- A. Evaluate the existing collection
- B. Consult reputable, professional prepared selection aids

Review Sources

Title of Journal or Website	Description
American Library Association	Best Book and Notable book lists
<i>Book Links: Connecting Books, Libraries and Classrooms</i>	A magazine for anyone interested in connecting children with high quality books
<i>Booklist</i>	A review in Booklist constitutes a recommendation for purchase. Each issue covers 5 areas: forthcoming titles, adult books, books for youth, non-print and reference books
<i>Bulletin of the Center for Children's Books</i>	Highly regarded children's review source which includes annotations,

	grade level, range of quality, books of quality and non-recommended titles
<i>C-Span Booknotes</i>	First chapters of books features on C-Span's /Booknotes and programs (secondary and adult)
Children's Literature Web Guide	Best site for children's and young adult literature and an excellent selection tool
Follett-Titlepeek/Titlewave	Various reviews from professional sources
<i>Horn Book Magazine</i>	Premier journal on children's literature containing in-depth reviews of the newest books available for children and young adults
<i>Kirkus</i>	<i>Kirkus</i> reviews fiction, non-fiction, children's and young adult books. Reviews are crafted by specialists selected for their knowledge and expertise in a particular field.
<i>Kliatt</i>	Insightful reviews on paperbacks, hardcover fiction, audio books and educational software (secondary and professional resources)
<i>New York Times Book Review</i>	Reviews best books, scholarly works, literary fiction, bad books by famous authors, and good books by first time novelists, children's books, and pop culture. It is especially useful for high school level.
<i>Publisher's Weekly</i>	Regular issues in specific subject areas (children's books, religion, etc.)
<i>School Library Journal</i>	Concisely written and evaluative reviews featuring articles, checklist of inexpensive pamphlets, posters, and other useful information for school librarians

<i>Teacher Librarian</i>	Formerly Emergency Librarian-This site promotes excellence in library services for children and young adults through challenging articles, regular review columns, and critical analysis of management and programming issues.
Texas Library Association	State award lists
<i>VOYA (VOICE OF YOUTH ADVOCATES)</i>	Journal devoted to service to young adults: creative writing contests, teen reading clubs, and concise reviews of materials for young adults.

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