



<p>Pol. 106</p> <p>Pol. 105.1</p>	<ol style="list-style-type: none"> <li>3. Ensure an inventory of resource materials that is well-balanced and well-rounded in coverage of subject, types of materials, and variety of content.</li> <li>4. Evaluate the effectiveness of resource materials presently in use.</li> <li>5. Direct staff to consult a variety of media sources before selections are made.</li> </ol> <p>Resource materials shall be selected in accordance with the following guidelines:</p> <ol style="list-style-type: none"> <li>1. Materials shall be suited to the varied interests, abilities, reading levels, and maturation levels of the students to be served.</li> <li>2. Wherever possible, materials shall be selected to provide opposing views on controversial issues so that students may develop critical reading and thinking skills.</li> <li>3. Wherever possible, materials shall represent varied religious, ethnic, gender and cultural groups and their contribution to American heritage.</li> <li>4. Materials shall be factually accurate and of genuine literary or artistic value.</li> <li>5. Materials shall be of a quality and durability appropriate to their intended use and longevity.</li> <li>6. Materials shall relate to, support, and enrich the planned instruction adopted by the Board.</li> </ol> <p>A listing of all resource materials shall be made available for the information of and review by the professional staff, Board members, students, parents and community.</p> <p><u>Weeding</u></p> <p>Weeding is the process of eliminating from library media centers materials that are no longer useful. It is a continuing process which must be planned as carefully as selecting new materials. The collection shall be weeded annually.</p> <p>In general, the following reasons shall be considered in the process of removing materials from the collection:</p> <ol style="list-style-type: none"> <li>1. Unattractive in appearance because of yellowed paper, worn covers, outdated illustrations.</li> <li>2. Poor physical condition such as torn or dirty pages, missing pages, ragged binding, etc.</li> </ol>
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3. Seldom circulated; usually a 3-year period of no circulations means it should be pulled.
4. An old copyright date that makes the materials outdated on content, use, or accuracy.
5. Stereotyped characters or plots, usually resulting from an old copyright date.
6. Duplications of titles no longer in heavy demand.
7. Nonsuitable subject matter; many times the schools' curriculums have changed, which makes the material no longer relevant.
8. Sets of books that have not been used for years.
9. Superseded by new or revised editions.
10. Books that no longer hold the students' interest, usually due to old copyright dates.

When books are weeded, they are sorted according to titles that teachers may wish to browse for possible classroom applications, titles to be discarded, and titles that students may wish to purchase for a small nominal fee.

Audio-Visual Library/Instructional Materials

All audio-visual materials and equipment shall be ordered, stored, and maintained through the school library or person designated by the principal.

Appropriate audio-visual materials shall be utilized by all staff members in the classroom.