

## DE SOTO AREA SCHOOL DISTRICT

361-Rule

### GUIDELINES FOR SELECTION OF INSTRUCTIONAL MATERIALS

#### 1. Criteria for Selection of Instructional Materials

Needs of the individual school based on knowledge of the curriculum and of the existing collection are given first consideration.

Materials for purchase are considered on the basis of the following (not all inclusive) list of criteria:

- A. Overall purpose
- B. Timeliness or permanence
- C. Importance of subject matter
- D. Quality of writing/production
- E. Reliability and popular appeal
- F. Authoritativeness
- G. Reputation of the publisher/producer/artist/author and/or composer
- H. Price and format
- I. Requests from faculty and students

#### 2. Procedures for Selection

In selecting materials for purchase, the media specialists evaluate the existing collection and consult:

- A. Reputable, unbiased, professionally-prepared selection aids, such as reviewing journals, exhibits, and specially prepared selection guides (e.g. Senior High Catalog)
- B. Teachers and students from all curriculum areas and grade levels

In specific areas, the media professionals will follow these procedures:

- A. Gift materials are judged by basic selection standards, and are accepted or rejected accordingly.
- B. Multiple items of outstanding and much in demand media are purchased as needed.
- C. Worn or missing standard items are replaced periodically.

- D. Out-of-date or no longer relevant materials are withdrawn from the collection.
- E. Sets of materials and materials acquired by subscription are examined carefully and are purchased only to fill a definite need.
- F. Sales representatives/jobbers must have permission from the building principal's office before going into the school library media center.

#### WEEDING GUIDELINES

All collections should be inventoried periodically to assure that the record of the instructional materials for all grade levels actually reflects what is available to the users. Collections that hold outdated or inaccurate materials discourage use, give false impression of the adequacy of the collection, waste time for the staff, and obstruct users in their search for useful materials.

The following criteria have been identified by certified personnel as objective guidelines to follow when conducting inventory and weeding the collections. These guidelines are identified as factors for evaluation a collection by the American Library Association, the American Association of School Librarians, and the Association for Educational Communications and Technology.

Both subjective and objective criteria are recommended for use by professionals when making decisions about discarding materials from an instructional library media center.

Before weeding of any materials, it is strongly suggested that professional sources and indexes be consulted and used as guides for discarding materials; such as Senior High School Library catalog, School Library Journal, Follett Titlewave, and so on. Further, if any of these items are used in the curriculum areas and there is relevance for materials, regardless of age, these materials should be retained.

#### A. SUBJECTIVE WEEDING CRITERIA

The professional staff should know the collection, the users, and the school curriculum needs. It is optional, yet strongly advised, that faculty members be consulted

before disposing of any materials. This list is NOT all inclusive and may be extended to better meet the needs of the individual school library media center.

- POOR PHYSICAL CONDITION
  - Film/paper brittle
  - Colors faded
  - Paper yellowed/torn
  - Books/covers scratched/dirty
  - Bindings ragged and unable to be mended
  - Missing pages
  - Damaged or defaced beyond repair (i.e. graffiti)
  
- POOR FORMAT
  - Small print
  - Poor quality pictures
  
- POOR CONTENT
  - Out-of-date
  - Inaccurate or false information
  - Superseded editions
  - Not on standard (recommended) lists
  - Not defended by subject specialist or teacher
  - Biased or sexist terminology/views/pictures
  
- INAPPROPRIATE FOR SPECIFIC COLLECTION/CURRICULUM NEEDS
  - Neither circulated nor used for reference
  - Duplicates are not used or needed
  - Interest/reading level inappropriate for users
  - Change in curriculum/age group being served
  - No longer needed titles in subject area (retain few classics or basic titles, discard the rest)
  - Equipment that is outmoded, irreparable or unused
  
- WHAT NOT TO WEED
  - Classics (except when more attractive format can be purchased)
  - Local and Wisconsin history (unless revised copies are available)
  - Annuals/yearbooks or other publications of the school
  - Materials such as public relations brochures, bond advertising, which could be archival, or if no other unit of the institution keeps such files
  - Items incorrectly classified or poorly promoted which might circulate under changed circumstance

## B. OBJECTIVE METHOD FOR WEEDING

Since it is suggested that subjective criteria alone not be used as sole basis for weeding or inventory, a recommendation for objective criteria is given below.

A cutoff circulation date should be identified i.e. 10 years, and items should be evaluated to continue shelf life or be eliminated from the collection using subjective criteria. Five (5) years is suggested for materials that have a greater chance of becoming outdated within that time, such as science, computers, technology, etc.

Suggested AGES of subject areas are recommended as follows:

Almanacs, etc.	2-5 (years)
General	5
Computer Science	2-5
Encyclopedia	5-10
Philosophy/Psychology	10
Religions	5-10 (retain basic; weed propaganda)
Mythology	10-15
Social Sciences	10-15
Political Science	5-10
Law	10
Government	5-10
Welfare	10
Education	5
Commerce	10
Etiquette	5
Customs and folklore	10-15
Language	10
Math	10
Dictionaries	NA
General Science	5
Biology/Natural Science	10
Botany	10
Applied Science	5-10
Anatomy	NA
General Technology	5
Agriculture	5-10
Consumer Ed.	5
Business	10

Chemistry/Food	5-10
Manufacture	10
General Arts/Crafts	NA
Photography	5
Literature	NA (Keep basics; Classics)
General History	15
Geography and Travel	5-10
Local History	NA
Biography	NA
Fiction	NA
Periodicals	5

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