



File: AR-IJL/IJLK

LIBRARY MATERIALS SELECTION AND ADOPTION

GENERAL CRITERIA FOR MEDIA MAINTENANCE

Student Use

Classes will visit the library with their teacher weekly to check out materials, participate in story time, practice library skills, read, conduct research and work on assignments. All students in grades K-5 will be allowed to check out books weekly.

Courteous behavior is expected at all times. Food and drink are not allowed in the library. ARPS parents, staff and community members donate a significant amount of time and resources to support and maintain the library. To ensure our library remains clean, orderly and secure, students are not allowed in the library without staff supervision.

Borrowing

Overdue notices will be emailed to parents when a student does not return a book after their due date. No overdue fines will be collected, but the student cannot check out until the book is returned. If the book is lost or severely damaged, it must be paid for at the current market value of replacement. Cash or checks made payable to Aspen Ridge Preparatory School can be given to the Finance Manager at the front office.

Report cards will not be issued and requests for records will not be fulfilled until books are returned and/or fines are paid.

Donations

ARPS is grateful for the service of donations and the great benefit that this philanthropic practice has for the school community. The donations of books and materials are always welcome. However, the criteria for selection which is used in purchasing new materials should also be referenced in the selection of items to donate to us. ARPS reserves the right to accept or not accept any donation. Items donated to the school library become the property of ARPS.

The following materials will not be accepted:

- Reference materials published more than 10 years ago (Encyclopedias, Dictionaries, Atlases, etc.).
- Recreational reading books (paperbacks) in poor physical condition.
- Books on Technology, Science, Social Studies and Geography published more than 5 years from the date of donation.

Adopted November 1, 2012



- Magazines published more than 10 years from the date of donation.
- Books or any other resources in poor physical condition (yellow, broken or missing pages, dust, cobwebs, written, without cover, very old editions, etc.) unless it is a unique piece of information not available in the Library and out-of-print in the general book market).

Material Selection and Withdrawal

Selection of library print, audio visual, electronic resources and other materials accessible to students through the library of ARPS is approved by the School Principal or designee. Elimination of library materials which are worn out or unused or which no longer meet student or curricular needs may be removed from the library periodically.

If the withdrawal of a specific item is in response to a request by a parent, the parent should submit in writing their reasons for the withdrawal to the Principal. The Principal shall review the request with staff and other designees and make a decision about the item. If a parent chooses to appeal that decision they may go in front of the ARPS Board of Directors for review using the formal complaint process. The ARPS Board will review the request and obtain information from all parties before making a final decision. The item may be retained or removed from the school.

Instructional Resources and Materials

The Board believes that it is the responsibility of the School to:

- Provide materials that will enrich and support the curriculum and personal needs of the users, taking into consideration the varied interests, abilities, learning styles and age.
- Provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values and ethical standards.
- Provide a background of information which will enable students to make intelligent judgments in their daily lives.
- Provide materials on opposing sides of controversial issues so that users may develop, under guidance, the practice of critical analysis.
- Provide materials which realistically represent our pluralistic society and reflect the contributions made by all groups and individuals to our American heritage.
- Place principle above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to ensure a comprehensive media collection appropriate for the users.

The above principles, from the School Library Bill of Rights, shall serve as a guide in the selection of all instructional and library materials.

Staff members involved in selection of resource materials will use the following criteria as a guide:

- educational significance



- contribution the subject matter makes to the curriculum and to the interests of the students
- favorable reviews found in standard selection sources
- favorable recommendations based on preview and examination of materials by professional personnel
- reputation and significance of the author, producer, and publisher
- validity, currency, and appropriateness of material
- contribution the material makes to breadth of representative view points on controversial issues
- high degree of potential user appeal
- high artistic quality and/or literary style
- quality and variety of format
- timeliness or permanence
- integrity