

SELECTION OF LIBRARY-MEDIA MATERIALS

Philosophy

The school media center supports the educational program of the school. Thus, responsibility for the development of an instructional materials program and for guiding students in its use must be shared by teachers, supervisors, administrators, and librarians.

The school media center's program, collections, and environment shall provide a broad scope of learning opportunities for large and small groups of students as well as for individual students.

The school media center shall provide:

- Consultant services to improve learning, instruction, and use of media resources and facilities.
- Instruction to improve learning through the use of printed and audiovisual resources.
- Information on new educational developments.
- New materials created and produced to suit special needs of students and teachers.
- Materials for class instruction and individual investigation and exploration.
- Efficient working areas for students, faculty, and media staff.
- Equipment to convey materials to the students and teachers.

Important to the success of the school media program is the co-operative support from school board members, administrators, and classroom teachers.

Objectives of the School Media Center

- A. To enrich and support the educational program of the school.
- B. To provide students with the print and non-print materials and services needed for their growth and development.
- C. To stimulate and guide pupils in all phases of their reading.
- D. To provide an opportunity through media experiences for boys and girls to develop helpful interests, to make satisfactory personal adjustments, and acquire desirable attitudes.

- E. To help students through books and other materials to find self-realization and become better citizens of the community, state, and nation.
- F. To make available all resources necessary so that the students can pursue self-directed learning, explore and satisfy their curiosities, and establish desirable intellectual habits.
- G. To help young people become skillful and discriminating users of the materials in the media center.
- H. To further learning by teacher-librarian planning.
- I. To provide all the resources of instruction so that teachers can achieve their objectives, enrich course content, keep abreast of the best ideas and practices in education and broaden their own knowledge.
- J. To aid in curriculum planning and evaluation by serving as the school materials center with the librarian acting as materials consultant.

Objective of Selection

The objective of media selection is to supply the best possible materials which will enable the media center to fulfill its role in providing optimum, quality education for the students of the Toronto City School District.

Selection of Materials

The criteria for selection of material are as follows:

- A. Materials collections are built to suit the individual school and its curriculum.
- B. Materials are selected to meet the needs of individual differences in the school's community and students by providing a wide range of materials with diversity of appeal and presentation of different points of view.
- C. Materials should be of high artistic quality.
- D. Materials should be of superior format.
- E. Selection of materials should consider:
 - 1. Reputation and significance of author or producer;
 - 2. Clarity, adequacy, and scope of text or audiovisual presentation;
 - 3. Validity, accuracy, objectivity, up-to-dateness, and appropriateness of text or audiovisual presentation;

4. Organization and presentation of contents;
5. High degree of readability and/or comprehensibility; and
6. High degree of potential user appeal.

Responsibility of Selection

The Board of Education is legally responsible for all matters relating to the operation of the school. Materials for school media centers should be selected by professional personnel in consultation with administration, faculty, and students. Final decision on selection should rest with the professional personnel in accordance with the formally accepted policy.

The Toronto City School District endorses the School Library Bill of Rights which asserts that the responsibility of the school library is:

- A. To provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities, and maturity levels of the pupils served.
- B. To provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards.
- C. To provide a background of information which will enable pupils to make intelligent judgments in their daily life.
- D. To provide materials on opposing sides of controversial issues so that young citizens may develop under guidance the practice of critical reading and thinking.
- E. To provide materials representative of the many religions, ethnic, and cultural groups and their contribution to our American heritage.
- F. To place principle above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to assure a comprehensive collection appropriate for the users of the library.

In formulating this policy, the Board considered these subjects which have been topics for criticism:

- A. Religion - factual, unbiased material which represents all major religions is included.
- B. Ideologies - The media center should, without making any effort to sway reader judgment, make available basic factual information on the level of its reading public, on an ideology or philosophy which exerts a strong force, either favorably

or unfavorably, government, current events, politics, education, and any other phase of life.

- C. Sex and profanity - Materials presenting accents on sex should be subjected to a stern test of literary merit and reality by the librarian, who takes into consideration the reading public. The fact of sexual incidents or profanity appearing in a book or other material should not automatically disqualify a book or other media. Rather, the decision should be made on the basis of whether the book (or other media) presents life in its true proportions, whether circumstances are realistically dealt with, and whether the material is of literary value. Factual material of an educational nature on the level of the reader should be included in the collection.

Procedure

Request for all types of material made by faculty or students will be considered for purchase by the professional staff.

Ordering is done by the professional staff of the individual school through the central office.

Payment for all material is made by the central office of the School District.

Selection Tools

Reputable, unbiased, professional, prepared selection aids should be consulted as guides. The following are suggested tools:

- Horn Book
- Children's Catalog
- Junior High School Library Catalog
- High School Catalog
- A. L. A. Basic Book Collection for Elementary Grades
- A. L. A. Basic Book Collection for Junior High Schools
- A. L. A. Basic Book Collection for High Schools
- Booklist
- School Library Journal

Other professional selection tools may also be used.