

## **SCHOOL LIBRARIES/MEDIA CENTERS**

Each school shall maintain an organized library media center as the resource center of the school and provide a unified program of media services and activities for students and teachers before, during, and after school. The library media center shall contain hard copy, electronic technological resources, materials, and equipment that are sufficient to meet research, inquiry, and reading requirements of the instructional program and general student interest.

Professional library/media specialists should participate as active partners in the teaching/learning process, connect learners with ideas and information, and prepare students for life-long learning, informed decision-making, a love of reading, and the use of information technologies (adapted from the American Association of School Librarians, Mission and Goals). To this end, the School Board declares that the primary purposes of the library/media center are:

### Information Access

1. To provide materials and supplemental learning resources that will stimulate the acquisition of knowledge and conceptual understandings of content as well as the development of literary appreciation, aesthetic values, and ethical standards;
2. To provide access to a variety of sources of information which, when consulted, may enable students to make informed judgments and pursue personal interests to promote life-long learning and reading engagement;
3. To provide supplemental learning resources containing a wide range of views, identities, and perspectives so that students may develop the practice of critical reading and thinking;
4. To provide supplemental learning resources representative of multiple and diverse religious, racial, and cultural groups and perspectives; and
5. To provide a collection, access to appropriate resources, and continuous learning opportunities that meet individual learning needs, abilities and learning styles; and intellectual, social, personal, and cultural development.

### Teaching and Learning

1. To provide a safe, flexible, and effective learning environment for all learners by honoring student agency, responsibility, and choice;
2. To provide background resources and experiences that supplement and support student learning in the classroom;

3. To ensure all students explore and develop central concepts and understandings of information technology and media literacy;
4. To ensure all students experience a variety of strategies and instructional models in developing knowledge, skills, and ideas; and
5. To ensure all students experience current and emerging technologies surrounding information access and information literacy.

### Library/Media Center Management

These purposes require division- and school-level management and leadership, incorporating effective communication and collaboration with colleagues, families, students, and community members.

The Superintendent/Designee shall be responsible for appropriate budgeting and the selection of media resources identified for division-wide use. Principals shall be responsible for the budgeting and the selection of learning resources utilized by their respective schools. Policy, IIAA, Learning Resources/Textbook Selection and Adoption, outlines that professional staff, including library/media specialists, must exercise a high degree of judgment in selecting learning resources. Requests from faculty and students are considered when budgeting and selecting learning resources. Librarians shall review state and national standards and guidelines for collection analysis and appropriate budgeting.

### Selection Criteria and Procedures

The criteria for selection of media resources includes the following:

1. educational suitability and age appropriateness as related to accuracy of subject matter
2. accessibility/readability/usability
3. timeliness
4. quality of the writing/production
5. authoritativeness and reputation of the publisher/producer, author/artist, composer, etc.
6. supplemental resources indicated, favorable reviews found in professional sources, as well as recommendations based on preview and examination of materials by professional personnel
7. high degree of potential user appeal
8. value commensurate with cost/need.

The following procedures shall be followed in the selection of materials for use in school library/media centers:

1. In selecting learning resources, certified library staff will evaluate available resources, as well as student, staff, and curricular needs, and will consult reputable, professional reviews and publications and other appropriate sources. The actual resource will be examined whenever possible.

2. Professional staff will provide a mechanism for receiving recommendations for purchase from administrators, teachers, students, district personnel, parents, and community persons, as appropriate. Sample mechanisms might include a suggestion form, a call for suggestions in the school newsletter, a suggestion box in the library/media center, or other such means. Professional staff should make every effort to inform the requester if the suggested item is purchased or the rationale for not purchasing the resource.
3. All school library/media centers shall provide a mechanism for promoting relevant materials and new purchases, such as a new book/materials display, information posted on the schools' website or to be distributed to the school community, or other means as appropriate.
4. Gift material shall be evaluated by the criteria outlined and shall be accepted or rejected by those criteria. Gifts become the property of the library and the ultimate disposition of such rests with the library media specialist. Gift materials shall be treated as other media in the media center. They cannot be kept in special collections, used in special ways, or be subject to any other stipulations.
5. Selection is an ongoing process which shall include the removal of materials no longer appropriate and the replacement of lost and worn materials still of educational value.

Formal complaints about learning resources, including library/media center supplemental learning resources shall be made in alignment with Policy INC/KLB, *Public Complaints about Learning Resources*. If there is a question regarding a learning resource, parents should speak with the closest instructor to that resource (i.e. library media specialists for a concern about a library book).

The Library Media Specialists will routinely collaborate as a Professional Learning Community, reviewing and making recommendations regarding policies and procedures applicable to the selection and use of various media and other resources.

Adopted: July 1, 1993

Amended: July 8, 1996; January 26, 1998; July 12, 1999; June 28, 2007; July 12, 2018; October 13, 2022

Equity Review: October 13, 2022

---

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-16, 22.1-16.8, 22.1-19, and

8 VAC 20-131-190.

Cross Ref.: ACC, *Anti-Racism*

IIAA, *Learning Resources/Textbook Selection and Adoption*

INC/KLB, *Public Complaints about Learning Resources*