

ST. BONAVENTURE SCHOOL LIBRARY SELECTION POLICY

SCOPE

The St. Bonaventure School Library serves the students, faculty, and staff of the St. Bonaventure School community. The library collection provides materials and resources that are consistent with the philosophy and educational goals of St. Bonaventure School. The collection includes both curriculum materials and resources, as well as recreational materials, all in a variety of formats. The library collection strives to meet the needs of all its users by maintaining a diverse collection representing various points of view on current and historical issues and area of interest to the school community.

METHOD

The St. Bonaventure Library selects materials and resources that support, enrich, and help implement the educational philosophy of St. Bonaventure School. Considerations are based on recommendations from faculty, staff, and other members of the school community; reviews in reputable media, e.g. *School Library Journal*, *Booklist*, *Library Journal*, et. al.; material previews from vendors and publishers; and the subject knowledge and expertise of the librarian. Selection of materials and resources is based on an evaluation of the existing collection, the curriculum requirements, and the diverse needs of students, faculty, and staff.

Gift materials are accepted at the discretion of the library staff and judged by the selection criteria in this policy.

Selection is an ongoing process of continuous review, evaluation, and weeding. It includes the removal of resources and materials no longer appropriate and the replacement of lost/worn materials of educational value. Disposition of discarded items is under the direction of the librarian. Material is weeded using one or more of the following criteria:

- Misleading, outdated and/or inaccurate
- Worn or damaged beyond repair
- Superseded by newer edition
- Lacking in discernible literary or scientific merit
- Irrelevant to needs/interests of school community

No materials are excluded or removed from the library on the basis of the author's race, nationality, political, social, or religious beliefs. Materials dealing with controversial views are judged as entire works, not as isolated passages.

CRITERIA

Selection criteria for materials and resources are based on consideration of three main areas of concern: the intellectual content of the material; the philosophy and goals of St. Bonaventure School; and the characteristics of the user. In selecting materials and resources the following specific criteria are used as they apply:

- accuracy and impartiality
- appropriateness for age
- availability of the subject in the library
- awards
- cost
- currency of the information
- curriculum support
- format
- inclusion in standard bibliographies or indexes, e.g. *Elementary School Library collection, Best Books for Junior High Readers*, et.al.
- permanent value as a standard work
- physical durability, attractiveness and technical merit
- popular interest or demands
- quality of organization, illustrations, and style
- readability
- relevance
- reputation of the author, illustrator, publisher or producer
- scope
- social significance
- uniqueness or special features

CHALLENGED MATERIALS

The St. Bonaventure administration supports the *Catholic Library Association's Statement on Intellectual Freedom for Schools and College Libraries*.

“Recognizing that the school library assists and supports the religious, intellectual, ethical, cultural, and social development of students, the Catholic Library Association endorses the right of the library to provide a comprehensive collection of materials which extend and deepen this development consistent with the mission of the school and which give access to ideas essential to freedom of thought and inquiry.”

All question regarding suitability or appropriateness of the content of library materials or resources are directed to the librarian. Initial complaints are informally addressed by the librarian who shall:

- explain the library's selection procedure, criteria, and qualifications of those selecting the material;
- explain the particular place the challenged material occupies in the educational program and its intended educational use;
- inform the principal of the nature of the complaint.

In the event that the complainant is not satisfied with the initial explanation, the complainant shall be referred to the principal. If, after private consultation, the complainant wishes to file a formal complaint, he/she shall be provided with an "Objection-to-Content" form. Upon receipt of the completed form, the objection shall be reviewed by an administrative committee consisting of the principal, assistant principal, and the librarian.

No material or resource shall be removed without a complete review. During the review process, the material or resource in question shall remain available. The review process consists of the following procedures:

- distribution of copies of the form to all committee members
- distribution of reputable, professional reviews of the material/resource in question when available;
- examination of the material/resource in its entirety;
- thorough evaluation of the material/resource using the established selection criteria

Upon completion of the committee's review, a final written decision shall be made to:

- retain the material/resource
- remove all or part of the material/resource
- relocate the material/resource, e.g. from the circulating to the reference collection.

The complainant shall be informed in writing of the decision of the review committee. A record of both the complaint and the decision shall be retained in the library.

REVIEW AND REVISION

The St. Bonaventure School Selection Policy shall be reviewed annually and revised as needed, preferably prior to the beginning of the school year.