



Chico Unified School District

1163 East Seventh Street, Chico, CA 95928-5999
(530) 891-3000

**Administrative
Regulation:**

#6163.1

Section: 6000

Instruction

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LIBRARY MEDIA CENTERS

Library Materials Selection Process

The Chico Unified School District Libraries select materials to support the California Content Standards, individual school site goals, and the needs of CUSD students. Materials selected should support and enrich the curriculum, meet the needs and specific interests of the students, and foster intellectual growth and independence. The libraries provide materials across all reading levels, in a variety of formats, with diversity of appeal, and representing many points of view.

Internet use in the library is not subject to the Selection and Evaluation of Instructional Materials Policy (BP 6161.1). Students and guardians review and agree to an Acceptable Use Policy per CUSD policy.

Responsibility for Selection

Certificated teacher librarians are responsible for the selection of materials. Teacher librarians review, select, and purchase all materials, however, extensive input is invited from administrators, teachers, specialists, instructional assistants, students, and parents/guardians.

Criteria for Selection

Learning resources will be selected for their strengths and their compliance with the Selection and Evaluation of Instructional Materials Policy (BP 6161.1). The following criteria are considered in the selection of materials:

- Contribution to the curriculum and the student learning outcomes;
- Relevance and appropriateness for the subject area, age, ability level, learning styles, and social, emotional, and intellectual development of students;
- Literary and artistic merit;
- Inclusion of accurate and authentic factual content from authoritative sources;
- Lasting importance or significance to a field of knowledge;
- Favorable reviews in standard selection sources (see list);
- Currency or timeliness of materials;
- Contribution to the breadth and diversity of representative viewpoints;
- Suitability of format and appearance for intended use;
- Quality, durability and variety of format;
- Value commensurate with cost and/or need.

Selection Tools

The following tools are representative of those used for professional selection of resources:

- Follett Destiny Union Catalog or similar library management software
- Follett Titlewave; Mackin or similar library management software
- Junior Library Guild
- Young Adult Library Services Association (YALSA) Best of Lists
- American Library Association (ALA):
 - Best Books lists
 - Award winning titles
 - Library Bill of Rights
- School Library Journal
- CDE Recommended Literature List



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-
- Horn Book
 - Booklist
 - Library Journal

Criteria for Accepting Gifts

Gifts of informational resources will be subject to the Selection and Evaluation of Instructional Materials Policy (BP 6161.1). These materials may be included in the collection or be disposed of at the discretion of the teacher librarian.

Criteria for Deleting Materials

As part of an ongoing process, to ensure that the library collection remains current and relevant, Teacher Librarians may remove inventory based on the following criteria:

- Poor physical condition
- Obsolete subject content
- No longer relevant to the curriculum
- Superseded by more current information

Challenged Materials

Occasional objections to some materials may be voiced by the public despite the care taken in the selection process and the qualifications of the persons selecting the materials. The procedures outlined in Complaints Concerning Instructional Materials (BP 1312.2) will be utilized to review challenged materials. For complaints regarding library materials, Exhibit A will be utilized by the complainant to request the reconsideration of the materials.



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Appendix A



Chico Unified School District

Request for Reconsideration of a Work

Request for Reconsideration of Library Materials

Request initiated on (date): _____

Request initiated by: _____

Contact Information: _____

Relationship to school or library: _____

School site (include classroom if applicable): _____

Title: _____

Author: _____

Publisher: _____

Have you been able to discuss the material with the classroom teacher, teacher librarian or principal?

Yes _____ No _____ Other staff member (please list name) _____

Have you read the material in question?

Yes _____ No _____ Only partially _____



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How did you come into contact with this material?

What in this material do you find not suitable for students? Please cite specific examples and list page numbers:

What would you like your library or school to do about this material?

____ Do not assign/lend it to my child.

____ Return it to the staff selection committee/department for reevaluation

____ Other: Please explain: _____

Signature: _____

For CUSD use:

Date: _____

Request received by:

Action taken and date:



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Appendix B

Review Committee Guidelines

When reviewing challenged material, committee members are required to set aside personal beliefs and evaluate the work in light of the objective standards outlined in the Selection and Evaluation of Instructional Materials Selection Policy (BP 6161.1) The following criteria are to be used by committee members when reviewing challenged materials:

- Challenged materials should not be removed from the collection while under reconsideration.
- Review the materials selection and reconsideration policies. [Selection and Evaluation of Instructional Materials Selection Policy (BP 6161.1)]
- Read or view all materials referenced in the Request for Reconsideration of Library Materials form, including the full text of the material in question, available reviews, and notices of awards, if applicable.
- Passages or parts of the work in question should be kept in context. The values and faults should be weighed against each other, and the opinions should be based on the materials.
- The personal identification of each member should be protected, to the extent possible, to maintain the objectivity of the deliberation.
- The committee's recommendations, presenting both majority and minority opinions, shall be presented to the Superintendent or designee. The recommendation shall identify whether to retain the material in its original location, to relocate the material, or to remove the material.
- The Superintendent or designee shall develop a written statement summarizing the findings of the committee.