

Lancaster Community School District

Instruction

SELECTION GUIDELINES

The School District shall provide materials which reflect the ideas and beliefs of religious, social, political, historical, and ethnic groups and their contribution to the American and world heritage and culture, to thereby enable students to develop an intellectual integrity in forming judgments.

1. Religion - Factual unbiased material which represents all major religions should be included in the library collection.
2. Political ideologies - The library should, without making any effort to sway reader judgment, make available basic factual information on the level of its readers on any ideology or philosophy which exerts a strong force, either favorable or unfavorable, in government, current events, politics, education, or any other phase of our common life.
3. Sex and profanity - Inclusion of profanity or frank treatment of sex should not automatically rule out materials. Rather, the decision should be made on the basis of whether the material presents life in its true proportions, whether circumstances are realistically dealt with, and whether the material is of literary value. In addition, the materials should be examined to select those in which the presentation and subject matter are suitable for the maturity, interests, and abilities of the users. Factual material of an educational nature on the level of the reader should be included in the library collection.
4. Science - Medical and scientific knowledge should be made available without any biased selection of facts.
5. Gender stereotyping - Unbiased materials about women and men, their careers, accomplishments and viewpoints should be provided in the instructional materials centers.

Weeding Procedure

The librarian shall be responsible for weeding, but subject area teachers may be consulted when there is a question, such as timeliness or suitability. Weeding shall be a continuous, year-round process. Almost all materials about Wisconsin and by Wisconsinites shall be retained. The librarian shall consider careful discarding of those materials which are out of print.

Types of materials which should be regularly weeded from the school library include:

1. Textbooks and all government reports.

2. Materials in such poor physical condition that the readers cannot use them or will receive the wrong ideas about care of materials by doing so. (Books in poor physical condition with fine print and/or yellow pages, consequently of no value anywhere, should be destroyed so they will not again find their way back to the shelves.)
3. Materials in which the print is too fine for reading in comfort.
4. Material that have become yellowed and brittle with age. (This is often true of copies of the classics, a condition which discourages their use.)
5. Remove materials that are out-dated or perhaps no longer true. (This applies particularly to materials in science, especially about space, or social studies, especially about other lands and peoples. The copyright date is a great help in evaluating, though not the only factor to be considered.)
6. Materials which have been superseded by new and revised editions. (On rare occasions a new edition of a book does not entirely supersede the previous edition, but usually it does.)
7. Materials which are not suitable for the readers using the collection. (Unsuitable materials may result from unsuitable gifts or mistakes in book selection.)
8. Duplicates of materials once popular but no longer used a great deal.
9. Mediocre or poor quality books including poorly written adult books.
10. Materials with stereotyped concepts of women, minority groups, and people of other countries.
11. Old issues of current magazines not meriting space in the small library for more than five years. (Ordinarily only periodicals listed in the Reader's Guide to Periodical Literature and Subject Index to Children's Magazines should be kept five years for reference use.)
12. Vertical file materials which must be discarded at frequent intervals and replaced by newer materials.

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