

ADMINISTRATIVE REGULATION

CENTENNIAL SCHOOL DISTRICT

APPROVED:

REVISED:

109.1-AR-0. SCHOOL LIBRARIES

Access to Libraries and Library Materials

Principals, teachers, and librarians **shall be responsible for seeing that all students have maximum possible access to the library materials and electronic media.**

Students shall have opportunities to use the library, borrow materials and use the technology available in the library on a regular basis.

Classes shall be scheduled in the library after the teacher and librarian plan together to achieve a specific educational goal. The scheduled time for this goal shall not exceed a marking period in length unless an extension is mutually agreed upon.

Students shall not be denied access to the library as a punishment for nonlibrary-related reasons.

Restriction of Library Privileges –

Students' borrowing privileges may be suspended if they fail either to return materials they have borrowed or to make restitution for borrowed materials they have lost or damaged.

Students' library privileges may be revoked for disruptive behavior in the library or where there is evidence of their involvement in the theft or mutilation of library materials, equipment, or technology. The principal shall set the period of time during which privileges are suspended.

Classroom-Related Library Use

A teacher shall consult with the librarian prior to beginning a project or making an assignment, which could involve the use of library materials.

Teachers may be required to remain with and provide assistance to their students when they take a class to the library.

Lost and Overdue Materials

Lost and damaged materials shall be charged to the borrower at the cost of replacement. If the materials are returned to the library in useful condition before the end of the school year, the payment will be refunded in full, provided the librarian has not ordered a replacement.

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109.1-AR-1. LIBRARY MATERIALS SELECTION

Responsibility for Selection

The maintenance of a balanced and dynamic collection is the responsibility of the librarian. All requisitions for the purchase of library materials are initiated by the librarians and are routed to the Director of Teaching and Learning for approval.

It is an ongoing responsibility of the librarian to identify and discard materials that are outdated or worn out and to determine whether discarded materials warrant replacement.

Selection Criteria

Selectors shall take into consideration:

- 1. The intrinsic quality of materials: their authority, organization, clarity, literary and artistic merit, and the compatibility of content and format.**
- 2. The appropriateness of the content to the ages, interests, and skills of the students served by the library.**
- 3. The timeliness and validity of materials: whether the content reflects current knowledge, issues or viewpoints.**
- 4. The responsibility and/or fairness of a presentation, which treats controversial ideas or positions.**
- 5. Sensitivity to diversity in materials being selected.**

Selectors shall refer to authoritative reviews and bibliographies as an essential step in determining the value of materials. Where materials are curriculum-related, they shall also refer to approved planned course outlines of study.

Selectors shall preview materials when possible. Nonprint materials must be previewed and evaluated before purchase.

All materials offered as gifts shall be subject to the same criteria for use as any other materials.