



<i>The Classical Academy</i>	<i>Policies and Procedures</i>
Policy Name:	Selection of Library Media Center Materials Procedures
Policy Number:	IJL-TCA-R-1
Original Date:	4/1/2010
Last Reviewed:	5/1/2023
Category:	Instruction
Author:	Deans of Educational Philosophy
Cabinet Level Owner:	Director of Academic Services

## INTRODUCTION

The Classical Academy has delegated the responsibility for selection and evaluation of library/ education resources to the Head Librarian, School Librarians, and Principals.

The purpose of The Classical Academy Libraries is to provide rich resources and instruction for student growth by supporting the TCA curriculum, developing an appreciation of the best of classical literature, and helping students to grow in wisdom, virtue and creativity through a joy of reading. The library collection is thoughtfully selected to prepare students for adult citizenship, while honoring age-appropriate innocence.

TCA’s library collection includes materials located at all campuses. First and foremost, the library staff shall strive to include materials that support the objectives of the TCA mission statement:

The Classical Academy exists to assist parents in their mission to develop exemplary citizens equipped with analytical thinking skills, virtuous character, and a passion for learning, all built upon a solid foundation of knowledge.

## SELECTION CRITERIA AND GUIDELINES

- ❖ contribution the subject matter makes to the curriculum and to the interests of the students
- ❖ favorable recommendations based on preview and examination of materials by library staff
- ❖ favorable reviews found in standard school library selection sources
- ❖ reputation and significance of the author, producer, and publisher
- ❖ validity, currency, and appropriateness of material for the TCA community
- ❖ representation of many cultural perspectives
- ❖ high degree of potential user appeal
- ❖ high artistic quality and/or literary style
- ❖ quality and variety of format
- ❖ value commensurate with cost and/or need
- ❖ timeliness or permanence and integrity of the work
- ❖ free of bias and stereotype. Library materials concerning religious, economic, social, and political content should inform rather than indoctrinate.
- ❖ selection of materials on controversial issues will be directed toward maintaining a balanced collection representing various views

- ❖ principle shall be placed above personal opinion and reason above prejudice in order to assure a high quality, comprehensive collection appropriate to the school community

#### PROCEDURES FOR SELECTION

1. Materials for TCA libraries are selected by the professional library staff with due regard to suggestions from the faculty, parents, and students. Final decisions regarding selection and retention of materials are made by the library staff with approval of the Head Librarian.
2. Gift materials shall be judged by library selection criteria and shall be accepted or rejected by those criteria.
3. Selection is an ongoing process which includes the removal of materials no longer appropriate and the replacement of lost and worn materials still valuable.
4. Reviews of proposed acquisitions will be sought when necessary in the literature of reputable library reviewing sources.
5. Materials will be examined by the library staff to the extent necessary or practicable to apply criteria.
6. Book Club book recommendations and supporting information will be forwarded to the Dean of Educational Philosophy and Director of Academic Services for review. The recommended books will be presented to the TCA Board during the regular review of the literature curriculum in accordance with policy IIAC-TCA.

#### WEEDING

Weeding (also known as deselection) is an essential component of collection development that can ensure useful and accessible materials. TCA's libraries are limited by the space available to house them, and collections may change over time to reflect changes in the curriculum and in keeping with the school's goals. Weeding is a continual evaluation of resources intended to remove items that are no longer useful from the collection.

General guidelines for weeding include:

1. Misleading and/or factually inaccurate, out-of-date materials, particularly in the sciences and technology. A rule of thumb is to reconsider almost anything more than five years of age.
2. Ugly, worn out beyond mending or rebinding, pages yellowed, torn. A decision concerning replacement should be made.
3. Superseded by a new edition or a better source.
4. Trivial, of no discernable literary or scientific merit, mediocre writing, poor format, pictures, material has not been circulated during the past five years (depending on the type of material).
5. Irrelevant to the needs and interests of the community, inappropriate for the TCA collection;
6. interest or reading level unsuitable.
  - ❖ Elsewhere, the material may be easily borrowed from another source and no longer supports the current curriculum or community needs.

This TCA Policy replaces ASD20 Policy IJL-R-1.

#### Cross References

IIAC-TCA Selection of Instructional Materials and Textbook Policies and Procedures

IJL-TCA Selection of Library Media Center Materials

IJL-TCA-E Reconsideration of Library Material Request Form

IJL-TCA-R-2 Reconsideration of Library Materials Procedures

ASD20 Policy JB Equal Educational Opportunities

### **Policy Revision History**

Date	Revision Details	Revised By
4/1/2010	Policy created as IJL-1-TCA	Librarian
1/25/2017	Policy renamed IJL-R-1-TCA to align with ASD20 policies. Policy reformatted into new template. Annual review completed and policy updated.	Deans of Educational Philosophy
9/13/2019	Updated cross-referenced policies.	Deans of Educational Philosophy
8/1/2023	Policy updated. Renumbered policy from IJL-R-1-TCA to IJL-TCA-R-1	Deans of Educational Philosophy