

III. CRITERIA FOR SELECTION OF LIBRARY MATERIALS

Needs of the individual school based on knowledge of the curriculum and of existing collection are given first consideration.

Materials for purchase are considered on the basis of over-all purpose, timeliness or premanence, importance of the subject matter, reputation and standards of the publisher, readability and popular appeal, format and price, reputation and significance of the author, quality of the writing, and authoritativeness.

Requests from faculty and students are given consideration.

IV. PROCEDURES FOR SELECTION

In selecting materials for purchase the librarian consults reputable, unbiased, professionally prepared selection aids; specialists from all departments and/or all grade levels; library committee appointed by the principal to serve in an advisory capacity in the selection of materials for the library.

In specific areas the librarian follows these procedures:

Gift books are judged by basic book selection standards, and are accepted or rejected by these standards.

Multiple copies of outstanding and much in demand titles are purchased as needed.

Worn or missing standard titles are replaced periodically.

Books out of date or no longer useful are withdrawn from the collection.

Sets and subscription books are examined carefully, and are purchased only to fill a definite need.

Salesmen must have permission from the county superintendent's office before going into any of the schools.

In evaluating the existing book collection as a basis for selection the librarian—

Counts only one copy of a title, otherwise a true picture of subject distribution is not given.

Uses the percentage table listed below as a guide for a variety of material and a balanced collection.

HIGH SCHOOL

Dewey No.	Subject	Percent
000-099.....	General reference.....	2
100-199.....	Philosophy.....	1
200-299.....	Religion.....	1
300-397.....	Social sciences.....	1
400-499.....	Languages.....	8
500-599.....	Science.....	1
600-699.....	Useful arts.....	10
700-799.....	Fine arts.....	10
800-899.....	Literature.....	15
910-919.....	Geography and travel.....	15
920-929.....	Biography.....	7
900-909, 930-999.....	History.....	9
F, 398, SC.....	Fiction, fairy tales, and story collection.....	11
		20

ELEMENTARY SCHOOL

000-099.....	General reference.....	2
100-199.....	Philosophy.....	1½
200-299.....	Religion.....	1
300-397.....	Social sciences.....	5
400-499.....	Languages.....	5
500-599.....	Science.....	1½
600-699.....	Useful arts.....	8
700-799.....	Fine arts.....	5
800-899.....	Literature.....	5
910-919.....	Geography and travel.....	5
900-909, 920-999.....	History and geography.....	12½
F, 398, SC.....	Fiction, fairy tales, and story collection.....	12½
E.....	Easy books for grades 1 to 3.....	20
		25

V. CHALLENGED MATERIALS

Despite both the care taken to select valuable materials for student and teacher use, and the qualifications of persons who select the materials, occasional objections to a selection will be made.