



## **Perpich Center for Arts Education**

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*For Reference Only*

*P107.12*

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*Rev. 2013*

## **681 INSTRUCTIONAL MATERIALS SELECTION POLICY**

### **PURPOSE:**

The Board of Directors of the Perpich Center for Arts Education (hereinafter called “the Center”) declares this document to be the Instructional Materials Selection Policy of the Center. This policy describes the process and procedures followed to provide an appropriate range of instructional and library materials for the Perpich Center for Arts Education, as well as the Reevaluation and Reconsideration Policy (107.11) to be followed in the event a concern or objection is raised concerning these materials.

### **DEFINITION: MATERIALS SELECTION PROCESS**

At the core of collection building is the process whereby decisions are made about which materials (print and non-print) should be a part of the collection. The following outline describes the materials selection process followed by the librarian(s) and the selection committee. The librarian(s) chairs this committee. The librarian(s) coordinate the work of the committee with members from all levels of the agency including: the director of the arts high school, an outreach program representative, an administration representative, two arts high school parents, two arts high school teachers (one academic and one art), and two arts high school students elected to student government. Recommendations for purchase may be submitted for consideration by any faculty or staff member, arts high school student, or any member of the general public who uses this library with a written rationale for why the library should purchase these recommendations. The Perpich Center for Arts Education supports the following documents, which protect the rights of individual access to materials:

### **PROCEDURE**

#### **1. Responsibility for Selection of Materials**

- A. The Board of Directors is legally responsible for all matters relating to the operation of the Perpich Center for Arts Education.
- B. The responsibility for the selection of instructional materials is delegated to the professionally trained staff employed by the Center. For the purpose of this procedure, the term “instructional materials” includes printed and non-print (excluding equipment), whether considered text materials or library materials.
- C. While the recommendation of materials may involve many people (administrators, staff, teachers, students, library staff, parents of students and other library users outside the agency), the responsibility of coordinating the selection of instructional support materials for the library and making purchases for the library rests with the librarian(s).

The library materials selection committee sets the direction for library materials purchases.

D. Responsibility for coordinating the selection of text materials for distribution to classes will rest with the director of the arts high school. For the purpose of this procedure, the term “text materials” includes textbooks and other print and non-print materials provided in multiple copies for use by a total class or major segment of such a class.

## 2. **Criteria for Selection of Materials**

A. The following criteria will be used as applicable:

- (1) Materials shall support, and be consistent with, the general educational goals for the Center and the objectives of specific program offerings.
- (2) Materials shall meet high standards of quality in factual content and presentation.
- (3) Materials shall be appropriate for the subject area and for the age, emotional development, ability level and social development of students.
- (4) Materials shall have aesthetic, literary and social value.
- (5) Materials shall be chosen to foster respect for the diversity of the human community and shall meet the following criteria in presenting:
  - (a) Characteristics of our pluralistic society
  - (b) Many roles and life styles available to women and men
  - (c) Multiple contributions of women, minority, and ethnic groups to civilization
  - (d) Historical and contemporary focus that convey economic, political and religious advantage or disadvantage
  - (e) Inter-group tensions and conflicts with objectivity and emphasis on strategies to resolve social and economic problems
  - (f) Motivating attitudes and behaviors for participating as responsible individuals
  - (g) Language and images free of bias toward groups of people, however biased or slanted materials may be provided to meet specific curriculum objectives
- (7) Physical format and appearance of materials shall be suitable for their intended use.
- (8) Currency of the collection will be maintained so that subjects related to local, national and international interests are accurately represented.
- (9) Learner/library user requests will be considered with the understanding that these requests not be criteria for selection and cannot override regular selection criteria.

B. The selection of materials on potentially controversial issues will be directed toward maintaining a balanced collection representing various views. Potentially controversial topics may include: religion, racism, sexism, ageism or ideological views.

C. Gifts/donations of materials to the school may be accepted only with the understanding that the disposition of such gifts becomes the prerogative of the Perpich Center for Arts Education. Materials not selected for inclusion in the collection will be offered first to Center staff and then students. Remaining materials

will be donated to organizations that take items of this sort. All donated materials are the property of the library. Letters of receipt will be made available upon request of the donor describing the number of items and a general description of them. The donor, not the library, is responsible for assigning a dollar value to the items donated for their own individual tax purposes.

- D. In order to provide a current, highly usable collection of materials in each program area, the professional library staff shall provide for constant and continuing renewal and updating of materials, but also the judicious elimination of materials which no longer meet the needs of Center programs.
- E. The Perpich Center for Arts Education library collection is to serve students of the arts high school (11<sup>th</sup> and 12<sup>th</sup> grades), Center employees and the general Minnesota public including teachers and artists who utilize arts education materials to serve the educational needs of K-12 and post-secondary students throughout Minnesota.

### 3. Selection Process Considerations

#### A. Library Selection Process:

The selection process is the system used to develop, maintain materials and expand the library collection for the purposes of all library constituents. The term collection includes all the print and non-print items. Selection decisions are determined by several factors including:

- (1) Professional reviews and recommendations
- (2) Staff, student and library member requests
- (3) Curriculum needs
- (4) Diversity needs
- (5) Professional collection needs
- (6) Popular demand
- (7) Cost
- (8) State vendor contracts
- (9) Quality of the item
- (10) Current usefulness and interest
- (11) Availability of material
- (12) Authority, lack of biases and accuracy of material

#### B. Selection Committee:

A selection committee shall be formed each school year to discuss and make decisions on requests for purchase.

##### 1. Membership shall include:

- 1. The librarian (committee chair)
- 2. The director of the arts high school
- 3. Two teachers (one from academic studies and one from arts studies)
- 4. Two representatives from agency staff (not faculty members)
- 5. Two volunteer parents (one junior parent and one senior parent)
- 6. Two students elected as representatives to the Arts High School student government

2. Committee members will be recommended by the director of the arts high school and the librarian(s) with final approval from the executive director. Members may serve consecutive years.
3. A quorum consisting of the librarian, the director of the arts high school, one teacher, one staff member and/or one parent or one student is required in order to conduct a meeting of the committee.
4. The committee may meet one or two times per year, in person or virtually, depending upon the number of requests and funds available.
5. The committee chair will notify committee members at least ten (10) school days in advance of each committee meeting of the year. Members will receive a list of the titles requested for purchase for review prior to the meeting as well as a copy of the selection policy. The committee will also receive a list of donated materials added to the library collection and any materials authorized for purchase by the librarian(s) prior to the selection committee meeting which were needed at the start of the school year by instructors or deemed necessary for leisure time reading or needed for research assignments by the librarian(s).

C. Program Management:

1. The librarian(s) manages this program through:
  - a. Knowledge of the existing collection
  - b. Understanding the various constituencies served and their needs
  - c. Establishing the overall plan/policy for collection development
  - d. Providing professional library tools (i.e. *School Library Journal* and *Library Journal*)
  - e. Developing criteria for materials evaluation
  - f. Administering the materials evaluation process
  - g. Providing for an orderly process of materials utilization
  - h. Developing and supervising a collection maintenance process
  - i. Developing and managing an ongoing collection evaluation process
  - j. Making final decisions with the selection committee about purchase of materials

The librarian(s) will then forward the list and cost of selected materials to the unit manager who will present it to the leadership committee for final approval.

2. Budget Considerations

The Perpich Center for Arts Education library budget is programmatic rather than line-item and is allocated on a biennial basis to the library out of the Center budget. The librarian(s) develops the budget for the library with priority given to the overall collection development needs of the library. No single department or program area is allocated a specific set of dollars to spend each year. The entire collection is enhanced each year with a goal of developing a balance of materials for all library users.

## **RELATED POLICIES**

- 680 REEVALUATION AND RECONSIDERATION POLICY (107.11)
- 682 GALLERY AND PERFORMANCE POLICES BY ART AREA – (107.13)