

CRITERIA FOR SELECTION OF INSTRUCTIONAL MATERIALS

- Selecting materials for a school library media center is a continuous process. The Library Media Specialist should routinely use professional book reviews to review materials before purchase.
- The Library Media Specialist can personally review materials by using the following resources:
 - SLS conference
 - other professional conferences
 - public library
 - bookstores
- The LMS can schedule appointments with vendors to personally view materials before purchase.
- Vendors are not permitted to contact the LMS directly.
- If the LMS receives unscheduled calls or visits from vendors, refer the vendor to the Library Office.
- The LMS is not allowed to receive “preview materials” for future purchase. There is a personal financial liability risk in doing this.

In choosing materials consider the following:

- accuracy and reliability of information presented
- freshness of factual information
- literary and aesthetic quality
- qualifications of authors and producers
- clarity and logical organization
- quality of content
- readability and appeal to students (interest level and reading level)
- relevance to contemporary curriculum, where applicable
- quality of format, typography, technical reproductions and pertinence of illustrations to the text
- In audio-visual materials and computer software, quality of visual image, sound reproduction, use of color, synchronization of sound/visual images and cost will receive careful consideration.
- impartiality and presentation of different points of view
- non-sexist and non-racist
- subject matter suitable and desirable for the age of students served
- materials that have been included in recognized lists or reviewed in professional journals