



## SHA School Library Selection Policy

### The mission of the Selection Policy is to:

- Support the academic, professional, and personal needs of the Stanley Hupfeld Academy community
- Support students at all academic levels and interests
- Encourage, inspire, and stimulate students' interests and appreciation for reading and learning

### Responsibility for Selection

The selection of the Stanley Hupfeld Academy materials and resources is the responsibility of the librarian and professional staff. Reviews published in professional, literary or general periodicals recognized for their expertise are consulted as the basis of selection. The removal of materials no longer appropriate and the replacement of lost and worn materials still of educational value is part of the selection process. Suggestions for purchasing materials and resources are welcomed and are given consideration within the guidelines of the Library Selection Policy. Gift materials, free and sponsored materials are evaluated by the same selection criteria as purchased materials.

### Criteria for Selection

Note: Materials and resources selected for the Stanley Hupfeld Academy Library are based on the merit of the work and its relevance to the needs, interests and demands of the curriculum. The Library neither endorses any particular views or beliefs, nor is the selection of materials by the school an endorsement of any particular viewpoint or author. The responsibility for a student's reading rests with his/her parent or legal guardian. The following criteria are used as a guide in the selection process:

- Library materials considered for selection must be age appropriate for an elementary school population.
- Library materials must support the curriculum, the school mission, and the district standards.
- Library materials must meet the needs of patrons for pleasure reading and researching topics of personal interest while representing diverse points of view.
- Library materials should be of high quality with at least two recommendations from literary institutions.

### Concerns Process

Parents and guardians play a major role in guiding their child's reading and library use. Each family has the right to determine which library resources are acceptable for its children and must accord the same right to other parents. Concerns and complaints about an item in the Stanley Hupfeld Academy book collection should be submitted to the administration in writing and include the name of the book and the area of concern. The resource will be reviewed by the selection committee which includes, administration, the reading specialist, librarian and counselor. The committee will provide feedback to the interested party within 7 days of the complaint.

Policy Review Date: 10/2/2023

Board Adoption Date: