



## Processes and Procedures

Event	Library Material Selection/Removal
Date	As Needed
Location	VHS Library
Final Approval Required By	Librarian and Mr. Heath

## Event Checklist

### Objectives:

- Cultivate a library collection that the students will utilize.
- Seek student and teacher feedback to create a collection that will increase students' love of reading and support their academic success.

### Before:

- ☐ Obtain feedback from students and teachers about what books they would like to be in the library.
- ☐ Research recommended books to determine -
  - 1) If they constitute sensitive material as defined by the Utah State Board of Education (USBE).
  - 2) Quality of writing
  - 3) Potential student interest

The following websites are used to conduct research:

- <https://school.teachingbooks.net/>
- <https://www.commonsemmedia.org/>
- <https://www.goodreads.com/>
- ☐ The above steps are also used to determine whether a book already in the library should remain as part of the collection. Overall usage and the date of the last checkout of the book in question are also reviewed.

### During (what it looks like; who is doing what):

#### Selection of Materials

- ☐ After books have been researched and determined to be a good addition to the library, they are added to a list to be purchased.
- ☐ When a list is ready to be purchased, the total number of books and the price are submitted for approval to Mr. Heath.

#### Removal of Materials

- ☐ If a book has been selected for removal, it is taken off the shelves and marked as "withdrawn" in the library system.
- ☐ After being withdrawn from the system, the book is examined for mentions

of the school's name on any barcode stickers or just stamped on a page in the book. Any mentions of the school name are covered with black marker.

**After**

- ☐ As the new books arrive they are entered into the library system and displayed prominently for the students to check out.
- ☐ New books are also labeled with a colored sticker and sorted into a genre where they will later be shelved.
- ☐ Once or twice a year, as needed, the library will hold a used book sale to allow the community to buy the removed books for personal use.
- ☐ Books not sold at the book sale are then donated to a charitable organization.

**General Instructions/Information:**

Throughout the process of selecting and removing books, the following school district policies are consulted and followed.

- <https://kanek12.org/wp-content/uploads/2024/10/EEEE-Instructional-Resources-Evaluation-and-Selection-of-Library-Material.pdf>
- <https://kanek12.org/wp-content/uploads/2019/06/ER-School-Library-Materials.pdf>

If a book hasn't been checked out in over five years it is more likely to be removed. Some books are removed when they have only been in the library for a year or two because they are part of a series or collection by an author that has not been checked out in a long time or have only been checked out once or twice in the time they have been here. Other books that have been here a little longer without being checked out but have been hidden behind other books, lived on the bottom shelf, etc. might be given another year or two in a more visible location to see if students will read them. Books that are considered "classics" are kept even if they haven't been checked out in many years because of their literary value.