



USD School Library Materials Selection Process

Uintah School District supports the annual growth and development of individual school library collections as they provide quality materials and services to students. The school library strives to be a center of learning and innovation where students can find support for their educational and personal goals, including research, study, creativity, social connection, and enthusiasm for reading.

The school library program is critical to the learning process. The necessary skills for college and career ready students include being literate in a wide range of digital, visual, textual, and technological formats. Students need to be able to access, evaluate, and process information strategically and methodically in order to make informed decisions and create products involving critical thinking skills.

Highly qualified teacher librarians or media specialists, working in collaboration with content area teachers, provide research- and inquiry-based instruction in order to develop the students' ability to find and use information to support their academic learning and personal development.

1. Selection Objectives

- a. Individual school libraries will contain print and digital materials and resources.
- b. Selected materials must provide for a wide range of abilities and respect diverse viewpoints.
- c. Selected materials must reflect individual school culture and needs of the patrons, including teachers, administration, and students.
- d. Selected materials should, as often as possible, reflect Utah State Core Curriculum standards.

2. Selection Responsibility

- a. The Media Specialist or Certified Librarian will select and purchase materials and resources for use in USD School Libraries.
- b. If requested, a Certified Librarian may recommend materials for purchasing by the Media Specialist.
- c. Recommendations may be considered from all users, including students, teachers, administrators, staff, and community members.
- d. Any other school employee, including but not limited to principals, teachers, and staff should seek input from the school media specialist when considering materials for school use. If the media specialist is not consulted, the principal will assume any liability for the selection process.

3. Selection Criteria

- a. In selecting materials, the Media Specialist **shall** follow the district approved selection criteria, which **shall** include the following criteria:
 - Overall purpose and educational significance
 - Does this support the school curriculum?
 - Does this support reading programs and development?
 - Does this reflect the needs of students and/or faculty?
 - Compliance with Utah Code Ann. [§53G-10-103](#)
 - Does this contain pornographic or sexually explicit material?
 - Has this material been removed by the Utah State Board of Education per HB 29?
 - Reputation and reviews



- Are there several reputable reviews (Common Sense, Kirkus, etc.) of the material?
- Do recommendations accompany the material?
- Timeliness and permanence
 - Is this accurate information?
 - Is this up to date or current information?
 - Is the information broad enough to adequately cover the topic?
- Age and developmental appropriateness
 - Is this the appropriate reading level for students?
 - Does content reflect the maturity of students?
 - Does content reflect cognitive, emotional, and social development of students?
- Readability and accessibility for intended audience
 - Is it attractive and functional to students?
 - Does it contain a table of contents, glossary, or other resources for research?
 - Is information presented clearly?
- Artistic or literary quality and style
 - Is the author/illustrator well known?
 - Is it visually appealing?
 - Will students be excited to read it?
 - Does it encourage love of reading and stories?
- Quality and value in consideration of cost
 - Is this within the budget?
 - Is it the best quality for cost?
- Materials which support the needs of English language learners
 - Is this the best version or resource for a specific language?



USD School Library Materials Selection Procedure

In the Uintah School District school libraries, media specialists are responsible for selecting appropriate materials and resources per the [USD School Library Selection Guidelines](#). The following procedures will lay out the steps to purchase materials.

Selection Criteria:

In selecting school materials for the library, the Media Specialist **shall** follow the district approved selection procedure, which **shall** include the following criteria:

- ✓ Overall purpose and educational significance
 - ✓ Compliance with Utah Code Ann. [§53G-10-103](#)
 - ✓ Age and developmental appropriateness
 - ✓ Timeliness and permanence
 - ✓ Readability and accessibility for intended audience
 - ✓ Artistic or literary quality and style
 - ✓ Quality and value in consideration of cost and/or need OR
 - ✓ Materials which support the needs of English language learners
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Selection Procedure:

Step 1: Compile a list of all potential materials, including requests from students, faculty, or administrators.

Note: If materials are gifts or unsolicited material, they follow the same criteria and procedure.

Step 2: Open and check the titles of the materials using the [Sensitive Materials Removal](#) sheet in Google Docs. (This will notify media specialists if the material has already been removed from at least one other school in the district.)

Step 3: Determine if material follows criteria using the USD [Selection Process](#).

Step 4: Review the list of materials using Appendix B (Publisher Sites) and Appendix C (Reputable Review Sites). Use best judgment if a material raises red flags. Individually checking each material is not required. (If the book is inappropriate or does not follow the Selection Criteria above, remove from selection.)

Step 5: If there is little to no information available about the material, seek other input from media specialists within the district or other professional library groups or organizations. Establish a reasoning for selecting or not selecting the material for the library. Consider not purchasing that material if you are unsure.

Step 6: If appropriate, purchase the material through any reputable and qualified source.



Appendix B: Publisher Sites (Accepted)

Site Name	Site Link	Copyright	Notes
Bound to Stay Bound	https://www.btsb.com	-	
Capstone Publishing	https://www.capstonepub.com	2023	
Follett/Titlewave	https://www.titlewave.com/main/library	2023	
Junior Library Guild	https://www.juniorlibraryguild.com/book/landing/detail?type=backlist	2023	
Permabound	https://www.perma-bound.com/	2023	
Rainbow Book Company	https://www.rainbowbookcompany.com/	-	
Rosen Publishing	https://www.rosenpublishing.com/	2023	
Scholastic	https://shop.scholastic.com/parent-ecommerce/parent-store.html	2023	



Appendix C: Reputable Review Sites (Accepted)

Site Name	Site Link	Copyright	Notes
Amazon	https://www.amazon.com	2023	***Look at multiple reviews, search for all opinions on the book, not just student opinions. Specifically look for anything that says "Spoilers" to find out content.
Common Sense Media	https://www.commonsensemedia.org/	-	
Goodreads	https://www.goodreads.com/	2023	***Look at multiple reviews, search for all opinions on the book, not just student opinions. Specifically look for anything that says "Spoilers" to find out content.
Kirkus Reviews	https://www.kirkusreviews.com/	2023	
Kiss the Book	https://kissthebook.blogspot.com/	2023 (Updated daily)	Utah specific reviewers, from library or education personnel. ***Appeared at UELMA ***Use as a starting point.