

**Howard County Public Schools
 LIBRARY MEDIA
 Selection Criteria for Library Media Center Materials**

Name _____ Position _____

Date _____ School/Office _____

General Instructions:
 All applicable items must be completed to validate the final approval/disapproval.

I. Descriptive Information:

Title of Material _____
 Type of Material (Book, DVD, Kit, etc.) - specify _____
 Fiction/Nonfiction: Circle _____
 Author(s)/Editor(s) _____
 Producer(s) _____
 Publisher/Company _____
 Publication _____
 Date _____ ISBN _____

II. Technical Criteria:

(Circle One)

Print Materials:

Does the material have:

a strong durable binding (hardbacks)?	Yes	No	Not Sure	Does Not Apply
an attractive cover?	Yes	No	Not Sure	Does Not Apply
durable, opaque paper?	Yes	No	Not Sure	Does Not Apply
clear, easy-to-read typography?	Yes	No	Not Sure	Does Not Apply
appropriate type size?	Yes	No	Not Sure	Does Not Apply
physical appearance, appropriate components?	Yes	No	Not Sure	Does Not Apply
attractive page layouts?	Yes	No	Not Sure	Does Not Apply
attractive illustrations or photographs which are appropriate to the text?	Yes	No	Not Sure	Does Not Apply
illustrations or photographs which avoid ethnic, sexual or cultural stereotypes?	Yes	No	Not Sure	Does Not Apply
illustrations or photographs which are located properly for greatest usefulness?	Yes	No	Not Sure	Does Not Apply
sufficient supporting graphics (nonfiction)?	Yes	No	Not Sure	Does Not Apply

Nonprint Materials:

Are visual images clear?	Yes	No	Not Sure	Does Not Apply
Are visual images well-framed and esthetically pleasing?	Yes	No	Not Sure	Does Not Apply
Are sound and visual images synchronized?	Yes	No	Not Sure	Does Not Apply
Is the sound clear and intelligible?	Yes	No	Not Sure	Does Not Apply
Is music used effectively?	Yes	No	Not Sure	Does Not Apply
Is the material of acceptable quality?	Yes	No	Not Sure	Does Not Apply
Is the storage container of acceptable quality?	Yes	No	Not Sure	Does Not Apply
Do the components of the product form a cohesive unit?	Yes	No	Not Sure	Does Not Apply

III. Central Content Criteria:

(Circle One)

Does this material, either through text or visuals:

Reflect, support or enhance any aspect of the present Howard County curriculum?	Yes	No	Not Sure	Does Not Apply
Contribute to a well-balanced media center collection?	Yes	No	Not Sure	Does Not Apply
Meet the needs of the school or community?	Yes	No	Not Sure	Does Not Apply
Lend itself to use by students of various abilities and backgrounds?	Yes	No	Not Sure	Does Not Apply
Stimulate and/or satisfy the curiosity and interest of users?	Yes	No	Not Sure	Does Not Apply
Expose students to diverse ideas or beliefs?	Yes	No	Not Sure	Does Not Apply
Use vocabulary and concepts appropriate to the users for whom the material is intended?	Yes	No	Not Sure	Does Not Apply

IV. Nonfiction Content Criteria:

Does this material:

Present sufficient and accurate factual information?	Yes	No	Not Sure	Does Not Apply
Treat ethnic, sexual and cultural groups in a full, fair and non-prejudicial way?	Yes	No	Not Sure	Does Not Apply
Contain necessary indices, tables of contents, bibliographies, addenda, etc.?	Yes	No	Not Sure	Does Not Apply
State sources of information?	Yes	No	Not Sure	Does Not Apply
Provide a well-balanced treatment of the content?	Yes	No	Not Sure	Does Not Apply
Include varying views of the subject matter?	Yes	No	Not Sure	Does Not Apply
Treat controversial issues in a fashion appropriate to the maturity level of the students?	Yes	No	Not Sure	Does Not Apply
Provide sufficient data for students to make their own analysis of controversial issues?	Yes	No	Not Sure	Does Not Apply
Develop factual material in a logical sequence?	Yes	No	Not Sure	Does Not Apply
Present material which is up-to-date or representative of the latest thinking in the content area?	Yes	No	Not Sure	Does Not Apply
Allow students to form their own values, opinions, or philosophies relating to the subject matter?	Yes	No	Not Sure	Does Not Apply
Encourage additional reading, writing, viewing, or listening on the subject?	Yes	No	Not Sure	Does Not Apply

V. Fiction Content Criteria:

Does the material:

Result in a more compassionate understanding of human beings?	Yes	No	Not Sure	Does Not Apply
Appeal to the current interests of students?	Yes	No	Not Sure	Does Not Apply
Contribute to a collection that reflects differing viewpoints on controversial issues?	Yes	No	Not Sure	Does Not Apply

(Circle One)

Encourage students to form their own values, opinions, and philosophies?	Yes	No	Not Sure	Does Not Apply
Incorporate a well-constructed plot with logical development and a minimum of coincidence?	Yes	No	Not Sure	Does Not Apply
Include well-developed characters?	Yes	No	Not Sure	Does Not Apply
Use vocabulary, language, and concepts appropriate to the user for whom the material is intended?	Yes	No	Not Sure	Does Not Apply
Use potentially offensive language judiciously and only when appropriate to the purposes of the text?	Yes	No	Not Sure	Does Not Apply
Utilize any potentially offensive episodes, if present, as an integral part of the theme?	Yes	No	Not Sure	Does Not Apply
Use authentic racial or ethnic dialect when such dialect is appropriate to the purposes of the text?	Yes	No	Not Sure	Does Not Apply

VI. Criteria Regarding Attitudes:

Does the material, whether print or nonprint, fiction or nonfiction:

Foster respect for and understanding of the ideas and beliefs of various religious, non-religious, social, political, historical, and ethnic groups?	Yes	No	Not Sure	Does Not Apply
Present, when appropriate, accurate descriptions of past racial, ethnic, sexual and cultural stereotypes and if such stereotypes are employed is it contextually clear that they are no longer current or acceptable?	Yes	No	Not Sure	Does Not Apply
Avoid racist, homophobic, or sexist statements, unless such statements are clearly intended to reflect historical accuracy?	Yes	No	Not Sure	Does Not Apply
Avoid affirming the idea that any segment of the population is superior, more capable, or more important than any other in contemporary society?	Yes	No	Not Sure	Does Not Apply
Reflect accurately the contributions to society by minority groups and both sexes, both historically and currently?	Yes	No	Not Sure	Does Not Apply
Contain, where appropriate, positive role models of both sexes and minority groups?	Yes	No	Not Sure	Does Not Apply

VII. Reviewer's Comments:

VIII. Approval. Use only section A or B, not both.

A. APPROVED K - 5
 6 - 8
 9 - 12
(CIRCLE ALL APPROPRIATE LEVELS)

B. DISAPPROVED K - 5
 6 - 8
 9 - 12
(DISAPPROVE ONLY AT YOUR LEVEL)

(Reviewer's signature)

(Reviewer's signature)

(Reviewer's signature)