**Book Fair Guidelines**

In order to assure that any materials offered for sale to children in schools are of high educational quality and to protect the instructional time of both staff and students, the following guidelines are set forth to govern the sale of any educational or instructional materials to students:

1. No materials shall be offered for sale to students which have not first been approved by professional staff members. (Note: This need not be a lengthy examination of each title, but should be a cursory review of the titles to ensure that nothing inappropriate is included.)

2. No time for student examination, selection, or purchase of materials shall be taken from instructional time during the school day.

3. No time which detracts from students’ instructional time or jeopardizes the quality of instruction shall be used for setting up or taking down the display, for bookkeeping or money collecting, or for any other duties pertaining to conducting of a book sale shall be used by professional staff members.

**Guide to Collection Development**

It does not matter how many books you have, but whether they are good or not.

Epistolar Morale
Lucius Annesus SENECA
3 B.C.-65 A.D.
Collection development is to the process of intentionally building library collections to serve study, teaching, research, recreational, and other needs of library users. The process includes selection and weeding of materials as well development of plans for continuing acquisition, and evaluation of collections to determine how well they serve user needs.

In school libraries, this process is aligned with the curriculum adoption process to ensure that library materials support current curricular needs.

In the Omaha Public Schools, the alignments for selection and weeding are as follows.

<table>
<thead>
<tr>
<th>Year</th>
<th>Classification</th>
</tr>
</thead>
<tbody>
<tr>
<td>2013-14</td>
<td>500, 600</td>
</tr>
<tr>
<td>2014-15</td>
<td>Fiction, SC</td>
</tr>
<tr>
<td>2015-16</td>
<td>000, 100, 200, 800</td>
</tr>
<tr>
<td>2016-17</td>
<td>900, Biography</td>
</tr>
<tr>
<td>2017-18</td>
<td>400, PROF, Easy</td>
</tr>
<tr>
<td>2018-19</td>
<td>300, 700</td>
</tr>
</tbody>
</table>

The reference collection will be reviewed along with the assessment of each non-fiction Dewey area in libraries that still maintain a reference collection.

Requests from faculty and students are given consideration by school librarians with assistance, as needed, from the district level staff.

**Procedures for Selection** – In recommending or selecting materials for purchase, the school librarian should evaluate the existing collection and consult:

- Reputable, unbiased, professionally prepared selection aids.
- Specialists from various curriculum departments and grade levels.
- Materials recommended by the district library media selection committees.
- Any materials ordered for purchase must be recommended by one or more of the above sources or be approved by the library media staff at the district level.

Multiple copies of items in demand may be purchased as needed, up to four items per title.

Full-length feature films (over 60 minutes) are not be purchased for the school library collection unless requested by a Curriculum, Instruction and Assessment supervisor.

Gift materials are accepted or rejected for school use by approved selection standards.

- Acceptance of gifts (of books and other library materials) will be determined on the basis of their suitability to the library’s purposes and needs in accordance with the library’s stated materials selection policy.
- Use of all gift materials will be determined by the library supervisor or school librarian.
- The library has the right to discard any gifts that are in poor physical condition (e.g. brittle paper, water or mildew damage, torn and/or missing pages).

In order to maximize the efficiency of Library Services in providing timely cataloging of materials, **MARC Records** for gifted items will be created only if the items meet the criteria for materials selection as stated in preceding OPS policies.