



**STATE OF HAWAII
DEPARTMENT OF EDUCATION
KA 'OIHANA HO'ONA'AUAO
P.O. BOX 2360
HONOLULU, HAWAII 96804**

OFFICE OF CURRICULUM AND INSTRUCTIONAL DESIGN

August 1, 2023

TO: Principals (All)
School Librarian

FROM: Teri Ushijima, Ed.D. 
Assistant Superintendent

SUBJECT: **School Library Materials Selection Guidelines (updated 7/17/2023)**

The Office of Curriculum and Instructional Design, Library Media Services has updated the School Library Materials Selection Guidelines to reflect the current resources and technology used in school libraries. The purpose of the Guidelines is to provide guidance for the evaluation, selection and acquisition of educational materials in school libraries, ensuring that the materials support school goals, learning objectives, diverse needs, and foster lifelong learning.

To best implement, enrich and support the educational program of the school, the school library should:

- A. Provide materials that enhance and reinforce the curriculum by collaborating with teachers and evaluating relevant data, taking into consideration the varied interests, abilities, learning needs, and maturity levels of the students served.
- B. Provide materials for teachers and students based on their needs that encourage growth in knowledge, and help to develop literary, cultural and aesthetic appreciation and ethical standards.
- C. Provide materials which reflect the broad ideas and beliefs of religious, social, political, historical, and ethnic groups and their contribution to the local, national and world heritages and cultures, thereby enabling students to develop empathy and intellectual integrity in forming sound judgments.
- D. Provide a variety of print and nonprint formats to support needs-based student learning.

- E. Place the principles of intellectual freedom above personal opinion and reason above prejudice in selection of materials of the highest quality in order to ensure an appropriate comprehensive collection that encourages open access to information, diverse viewpoints, and the free exchange of ideas.

School libraries, library assistants, and the school administrators are encouraged to review the updated guidelines to ensure the selection and maintenance of materials best supports the school goals and purpose of school library materials. The PDF version of the guidelines can be downloaded at <https://bit.ly/HIDOE-LIBRARY-MSG> or from the HIDOE Intranet Portal.

Should you have any questions, please contact Joanna Dunn, Educational Specialist for Library Media Services Program, at (808) 305-9761 or via email at joanna.dunn@k12.hi.us.

TU:jd
Attachments

- c: Superintendent
Deputy Superintendent
Assistant Superintendents
Complex Area Superintendents
State Public Charter School Commission