Howard County Public Schools
MEDIA
Selection Criteria for 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, Video, DVD, etc.). Specify _____________________________
Fiction/Nonfiction: Circle _________________________________________________
Author(s)/Editor(s) _______________________________________________________
Producer(s) _____________________________________________________________
Publisher/Company ______________________________________________________
Publication __________________ Date __________________

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 video and/or tape and/or disk 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:**

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
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 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)