



Policies and Procedures for Selection of Materials

Philosophy

The primary goal of the school library media center is to prepare students to become lifelong learners.

We live in an informational age and it is the main objective of education to learn how to identify, locate, organize, and present materials in a clear, concise, and persuasive manner. The school library is an integral part of the school curriculum and encourages collaboration between teachers and library media specialists. The integrated school library program also reflects the values of the community. Resources purchased will reflect students interests and curricular needs.

Objectives of Selection of Print and Digital Library Materials

The function of the school library media center is to support, enrich, and help to implement and supplement the instructional program of the school and provide for independent study as well as personal reading of the students. In order to achieve this objective, the following guidelines provided by the American Library Association [ALA] will be adhered to in the effort to define the responsibility of its professional library media staff:

- To provide materials that will serve all the students of the community
- To provide materials to meet the needs of all learners including the gifted reader, the reluctant readers, the mentally, physically and emotionally impaired as well as those from diverse backgrounds
- To provide and maintain a diverse collection of material that represents various points of view on current and historical issues, and also a wide variety of areas of interest to every student that is served so each may develop, with guidance, the practice of critical reading and thinking
- To provide a background of information that will help students make intelligent judgments in their everyday lives
- To provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic value, and ethical standards
- To provide materials that represents the many religions, ethnic, and cultural groups and their contributions to our national heritage and the larger world community.

Responsibility for Selection

Differentiated types of learning resources for library media centers will be recommended for purchase by the library media specialist(s). Although students, faculty and staff can request materials, the professional librarian is responsible for the selection and purchase of school learning resources.

Criteria for Selection

The following general selection criteria will apply to all materials purchased by the school library media specialists:

1. Library material shall support and be consistent with the educational goals of the state and district, specific courses, and if applicable, individual schools.
2. Library material shall support and supplement both the common core learning standards and next generation learning standards.
3. Library materials shall meet high standards of quality in factual content and presentation.
4. Library materials shall be relevant to today's world and reflect problems, aspirations, attitudes, and ideals of a global society.
5. Library materials shall be appropriate for the subject area, age, and emotional development of students.
6. Library materials shall meet the needs and interests of faculty and students.
7. Library materials shall be current and up to date.
8. Library materials shall include works of artistic, historic, and literary significance.
9. Library materials shall be selected to help students gain awareness of our diverse society.
10. The selection of library materials on controversial issues will be directed towards maintaining a diverse collection representing various views.

Digital materials through the School Library System

Procedure

All materials for the school library will be recommended for purchase by the library media specialists within the Erie 1 SLS membership. Reputable and professional resources such as Booklist and School Library Journal will be consulted in selecting resources for the library.

Special Areas

- Professional Book Collections: Resources will be selected for use by the faculty to enhance professional growth. These materials will generally not be for student use or recreational use.
- Gifts: All gifts that are received will be kept at the discretion of the professional library staff. The appropriateness of each gift will be determined and will be dealt with accordingly. All gifts of money, including memorial gifts, will be accepted for the purchase of materials.
- Sponsored Materials: Instructional items provided by private concern or commercial organizations will be subject to review by the school library media specialists. Any materials attempting to establish the exclusiveness of a particular product or service will not be accepted.
- Collection Weeding and Maintenance: Withdrawing and discarding materials from the media center collection will be left to the discretion of the professional library staff. Material which is

deemed in poor physical condition, which contains outdated or obsolete information, which is of questionable literary value, or which is in the physical form of outdated technology will be removed. Collection maintenance and weeding policies should also specify who repairs materials and is responsible for weeding and inventory. Policies should provide guidance about disposal of weeded items. Conducting regular inventories of the collection is also an essential component of collection maintenance and weeding. Weeding is a necessary ongoing collection maintenance process. The Erie 1 SLS office recommends the M.U.S.T.I.E methodology for weeding (misleading, ugly, superseded, trivial, irrelevant, or obtained elsewhere)

Intellectual Freedom

The school library media center prescribes to the philosophy as stated in the Library Bill of Rights presented by the ALA, which is based on the First Amendment of the Constitution of the United States of America. The materials held in the school library media center collection have been approved by the school library media center staff and are considered age appropriate; therefore, any materials that are in question will be defended by Intellectual Freedom.

(See Appendix A)

Reconsideration of Materials

Materials selected for the school library media center are analyzed to ensure that they meet the educational needs of the student and the educational goals of the school district. If materials held in the library media center collection come into question by an employee of the district or any member of the outside school community, he/she has the right to request reconsideration of the material. The individual may file this request with the school library media specialist. Upon receiving the request, the individual may receive the reconsideration form (Appendix B) by mail and will have three weeks to complete and return. The reconsideration form will be reviewed by a committee and a decision will be made (see Procedure for Challenged Materials).

Procedure for Challenged Materials

Any member of the school district community, including parents/guardians and staff, have the right to challenge any of the collection materials considered inappropriate to the educational process. The following procedures will take place if a complaint about material is raised:

- The complaints will be forwarded to the building principal. The principal will meet with the school library media specialist to discuss the reason for the complaint.
- The individual responsible for the complaint will receive the reconsideration form, (Appendix B), and the policy for selection of materials. If the form is not returned to the school library within three weeks of the complainant receiving it, the challenge will be considered defunct.

- The Head of Curriculum and Instruction will be notified, and he/she will assemble a school level committee that will review the material. The committee will include (1) the SLMS (2) the building principal, (3) the Head of Curriculum and Instruction, (4) a teacher, parent representative and (5) student representative. The Head of Curriculum and Instruction will head the committee.
- Building Administrator will inform complainant that the request for Reconsideration has been received.
- Prior to meeting, each committee member will read the challenged material in its entirety.
- The committee will convene to review and evaluate the material in question. A report detailing the results of the review and recommendations for the challenged material will be created and forwarded to the Superintendent. The Superintendent will review the report and make a decision regarding the material.
- The building principal will notify the complainant of the decision made by the Superintendent.
- If the complainant is not satisfied with the decision made, he/she may appeal to the Board of Education to make the final decision.

Appendix A

Intellectual Freedom

The First Amendment of the Bill of Rights to the United States Constitution grants every American citizen the right to freedom of speech and press. This is Intellectual Freedom, which grants every individual, regardless of age, the right to read, view, listen to, and disseminate all ideas and materials from all points of view and be able to respond without prejudice or discrimination.

The school library media center's mandate in Intellectual Freedom is to develop a collection of ideas and information, in a variety of formats, which will present all points of view, opinions, and perspectives about matters particularly related to curriculum studies as mandated by common core learning standards.

Responsibility of Library Media Center Materials:

- Rests with the School Board of Education
- Is delegated to the LMC professional staff, supervised by a certified SLMS, but will involve all members of the learning community
- Those selecting materials are guided by the principles incorporated in the School Library Bill of Rights, the Freedom to Read Statement, and standards adopted by the American Association of School Librarians.

Criteria for Acquisitions That Reflect Intellectual Freedom

The following criteria are recommended as a guide to selecting the best resources for the LMC:

- Literary and artistic excellence

- Lasting importance of significance to a field of knowledge
- Support of the curriculum and the educational goals of the school
- Favorable reviews found in standard selection sources
- Favorable recommendations by educational professionals based on examination of materials
- Reputation and significance of the author, illustrator, or publisher
- Timeliness of the material
- Contribution to the diversity of the collection
- Contribution to multicultural awareness and differing points of view
- Appeal to the library patrons
- Suitability or developmentally appropriate for intended use
- Provides information to enable students to become lifelong learners

Procedures for selection by SLMS that reflect Intellectual Freedom

- Evaluate the existing collection
- Assess curricular needs; examine materials firsthand, if possible and/or consult reputable, professionally prepared selection aids
- Solicit recommendations from faculty, students, and parents
- Evaluate gift material based on above criteria
- Purchase duplicates of extensively used resources
- Replace worn, damaged, or missing basic materials
- Reevaluate the collection in a systematic manner according to above criteria (weeding)
- Develop inter-library loan if it provides for needs of all patrons

Procedure for controversial materials to maintain Intellectual Freedom

- Consult district philosophy of education
- Follow established guidelines
- Keep a balanced presentation – protect the rights of both parties

Appendix B

Request for Reconsideration

[Attach extra pages if necessary]

Name of individual initiating the request:

Address:

Telephone Number:

Complainant Represents:

_____themselves

_____Name of Organization _____

_____Identify another group _____

Title of Material Questioned:

Author:

Copyright:

Publisher & Address:

Checkmark Format of Material: _____Book _____Periodical _____Video/DVD _____Website
_____Audio Book _____eBook _____Other [please explain]

Was the material read or viewed in full? If not, what parts or sections were read or viewed?

What specific part of the material was found objectionable? Please cite exact parts for your objection.

What age level group would you recommend this material?

What do you suggest the school do with the material?

_____ Do not assign or recommend to my child

_____ Send it back to the proper depart for reevaluation

_____ Withdraw it from use for all students

In its place, what work of equal value would you recommend that would convey as valuable as a picture and perspective of a society or set of values?

Signature of Complainant _____ Date _____

