

# **Hopkins County Library Media Selection Policy**

## **School District Responsibilities**

School library and media centers are an integral component of the educational system and fundamental to student success. The district is obligated to provide funding for a variety of print/non-print materials for all Library Media Centers. LMC acquisitions must cover a diversity of viewpoints, a wide range of abilities and interests, and relay current and accurate information. Adequate funding for acquisitions to represent and reinforce the core content and curriculum and provide for the needs and interests of students is imperative.

## **School Library Media Responsibilities**

The objective of each of the Hopkins County Schools Library Media Centers is to foster an active, personal involvement in reading and to provide basic research Information Literacy Skills for all students.

\*The area of Library Media emphasizes teaching students to become information literate and lifelong learners while working in collaborative partnerships to meet individual needs and providing access to information resources and technology.\*

**The library media specialists' primary objective in developing a selection policy is to connect children with books creating life-long readers and to collaborate with and assist in the implementation, enrichment and support of the educational program of each school.**

Each LMC seeks to provide:

1. Educational materials that reflect today's society and represent current information
2. Educational information in a variety of formats (print and nonprint) on various levels of difficulty with diversity of appeal and a variety of viewpoint
3. Education materials that reinforce core content
4. Recreational reading materials that reflect the specific interests of the service population

## **General Selection Criteria**

\*LMC materials support the educational goals of the Hopkins County School District, the Kentucky Department of Education and the specific school Site Based and Decision Making Council.

\*LMC materials are selected for a purpose and reason. Materials are evaluated as to their aesthetic, literary and social value, appropriateness to student age and emotional maturity and relevance to the curriculum.

\*LMC materials are reflective of specific interests and choices of the school's service population.

\*LMC materials are selected to motivate and encourage all patrons to connect with books and to develop life-long reading skills.

\*LMC materials are selected to represent a balance of political theories, religious ideologies, public issues and controversial topics.

\*LMC materials are judged as a complete work considering the author's/producer's intent rather than focusing on individual words, phrases, pictures or incidents taken out of context.

\*LMC materials reflect sensitivity to the achievements, rights and needs of men and women, various ethnic groups and other cultures. Materials will be reflective of a global perspective and free of bias and stereotype.

## **Specific Selection Criteria**

The Library Media Specialist makes final decisions on material acquisitions after receiving suggestions from a variety of sources including, faculty, staff, students, administrators and the community. Special emphasis will be made to solicit input for acquisitions from the patron population. The Library media Specialist will consider the following when making acquisition decisions:

- educational significance and relevance to the curriculum
- contribution the subject matter makes to the interests of the students
- reputable reviews found in standard selection sources
- favorable recommendations based on preview and examination of materials by professional personnel
- reputation and significance of the author, producer, and publisher
- validity, currency, and appropriateness of material
- contribution the material makes to breadth of representative viewpoints on controversial issues
- high degree of potential user appeal
- high artistic quality and/or literary style
- quality and variety of format
- value commensurate with cost and/or need
- timeliness or permanence

Gift materials shall be judged by the selection criteria and shall be accepted or rejected by those criteria.

Selection is an ongoing process that should include how to remove materials no longer appropriate and how to replace lost and worn materials still of educational value. (Weeding Criteria Document )

## **Policies on Controversial Materials**

### **Intellectual Freedom**

The Hopkins County Board of Education endorses First Amendment reading rights of students and subscribes in principle to the statements of policy on library philosophy as expressed in the American Library Association's *Library Bill of Rights*. (Documents attached)

#### **Procedure for handling complaints:**

No duly selected materials whose appropriateness is challenged shall be removed from the school except upon the recommendation of the school's Library Advisory Committee and/or Site Based Decision Making Council with the concurrence of the Superintendent or, upon the Superintendent's recommendation, the concurrence of the Board of Education, or upon formal action of the Board of Education when a recommendation of a reconsideration committee is appealed to it.

#### **Procedures to be observed:**

All complaints to staff members shall be reported to the LMS involved, whether received by telephone, letter, or in personal conversation.

When the person with the complainant contacts the LMS to discuss the complaint, the LMS will attempt to resolve it informally by explaining the philosophy and goals of the school district and/or the library media center.

Ask for the specific reason for objection

- Religious
- Moral
- Racial
- Intellectual (Not old enough to understand the content)

Suggest the parent have a discussion with their child about why they object to the book. Ask parent to make the rule for their child about selection choices.

Report conversation, with specific examples, to the principal

If the complaint is not resolved informally, the complainant shall be supplied with a packet of materials consisting of the selection policy statement, the procedure for handling objections and the standard complaint form by the LMS. The complaint form must be completed and returned before consideration will be given to the complaint. If the formal request for reconsideration has not been received by the principal within two weeks, it shall be considered closed.

Upon receipt of the complaint the principal will convene a meeting of the LAC or SBDM to consider the complaint. Parent(s) making complaint will be invited to attend the meeting.

In accordance with statement of philosophy, no questioned materials shall be removed from the school pending a final decision. Pending the outcome of the request for reconsideration, however, access to

questioned materials can be denied to the child (or children) of the parents making the complaint, if they so desire.

The principal shall notify complainant of the decision and send a formal report and recommendation to the Superintendent. In answering the complainant, the principal shall explain the book selection system, give the guidelines used for selection, and cite authorities used in reaching decisions. If the committee decides to keep the work that caused the complaint, the complainant shall be given an explanation. If the complaint is valid, the principal will acknowledge it and make recommended changes.

If the complainant is still not satisfied, he or she may ask the Superintendent to present an appeal to the Board of Education, which shall make a final determination of the issue. The Board of Education may seek assistance from outside organizations such as the American Library Association, the Association for Supervision and Curriculum Development, etc., in making its determination.

**Request Form regarding Reconsideration of Library Resource(s)**

\_\_\_\_\_ School

I, \_\_\_\_\_, object to the library material \_\_\_\_\_  
(name of parent) (name of book/resource)

because \_\_\_\_\_.  
(reason)

I would like to have this matter brought before the SBDM council for possible  
consideration of removal from \_\_\_\_\_ shelves.  
(school)

Have you read/reviewed the resource in its entirety \_\_\_\_\_

What brought this book/resource to your attention? \_\_\_\_\_

What are your specific concerns about this resource? (include page #s, contents,  
quotations) \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Conversation with LMS: \_\_\_\_\_



7. Is there anything good in this material? Please comment.

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8. Would you care to recommend other school library material of the same subject and format as a replacement?

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9. What action do you desire school personnel to take as a result of this written request for reconsideration?

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*If sufficient space is not provided, attach additional sheets. Please sign your name to each additional attachment.*

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*Complainant's Signature*

*Date*

**Please return completed form to the school Principal.**

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## FIRST AMENDMENT

CONGRESS SHALL MAKE NO LAW RESPECTING AN ESTABLISHMENT OF RELIGION, OR PROHIBITING THE FREE EXERCISE THEREOF; OR ABRIDGING THE FREEDOM OF SPEECH, OR OF THE PRESS; OR THE RIGHT OF THE PEOPLE PEACEABLY TO ASSEMBLE, AND TO PETITION THE GOVERNMENT FOR A REDRESS OF GRIEVANCES.

The Bill of Rights to the U.S. Constitution was ratified on December 15, 1791

“Censorship reflects a society’s lack of confidence in itself. It is a hallmark of an authoritarian regime . . . .” — Supreme Court Justice Potter Stewart, dissenting *Ginzberg v. United States*, 383 U.S. 463 (1966)

“The very purpose of a Bill of Rights was to withdraw certain subjects from the vicissitudes of political controversy, to place them beyond the reach of majorities and officials and to establish them as legal principles to be applied by the courts. One’s right to life, liberty, and property, to free speech, a free press, freedom of worship and assembly, and other fundamental rights may not be submitted to vote; they depend on the outcome of no elections.” — Supreme Court Justice Robert Jackson, [West Virginia State Board of Education v. Barnette](#), 319 U.S. 624 (1943)

“First Amendment freedoms are most in danger when the government seeks to control thought or to justify its laws for that impermissible end. The right to think is the beginning of freedom, and speech must be protected from the government because speech is the beginning of thought.”—Supreme Court Justice Anthony M. Kennedy, [Ashcroft V. Free Speech Coalition](#)

“Almost all human beings have an infinite capacity for taking things for granted.” — Aldous Huxley, author of *Brave New World*

“Men feared witches and burnt women. It is the function of speech to free men from the bondage of irrational fears.” — U.S. Supreme Court Justice Louis D. Brandeis (1856–1941), [Whitney v. California](#), 274 U. S. 357 (1927)

## **Library Bill of Rights**

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948, by the ALA Council; amended February 2, 1961; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.

## Weeding Guidelines

### **Currency**

The School Library Media Manager by Blanche Woolls (c.2004)

000-Reference- new editions every 5 years

100- Judged by use of material

200- Judged by use of material

300-Almanacs and yearbooks are superseded by each new volume, replaced after 5 years; books on government replaced after 10 years; non-historical materials should be replaced after 10 years

400- Judged by use of material

500- Pure science books, except botany and natural history, are out of date within 5 years

600-Information on inventions or medicine are dated in 5 years (unless it's historical);radio & TV are dated in less than 5 years; business information 10 years; chemical and food product 5-10 years; manufacturing and building information 10 years

700-Basic art and music materials should be retained

800-Basic literature materials should be retained

900- Accuracy, relevancy, and variety of interpretations are of primary concern; books about countries and geography must be replaced as soon as new ones are available  
Biographies – Judged by use of material

### **Condition**

1. 3 years with no circulation + 10 years
2. missing pages/parts that disrupt or detract from meaning/message
3. worn materials- beyond repair