

MATERIALS SELECTION POLICY FOR LIBRARY MEDIA CENTERS

Instructional materials are selected by the school district to implement, enrich, and support the educational program. Materials must serve both the breadth of the curriculum and the needs and interests of individual students.

I. Legal Responsibility

The responsibility for the selection and acquisition of materials and equipment is legally vested in the Board of Education. The Board of Education supports the principles of intellectual freedom inherent in the First Amendment to the Constitution and expressed in the "Library Bill of Rights" and the "School Library Bill of Rights" of the American Library Association" (ALA) and the "Student's Rights to Read of the National Council of Teachers' of English" (NCTE). (see Appendix)

II. Delegation of Responsibility

The Board of Education delegates responsibility for selection of materials and equipment to the Superintendent of Schools. The responsibility for actual selection shall rest with appropriate professionally trained personnel--library media specialists--who shall discharge this obligation consistent with the Board's adopted selection criteria and procedures. Selection procedures shall involve representatives of the professional staff directly affected by the selection, and any persons designated qualified by preparation to and in wise selection. The library media specialist will work cooperatively with staff members to interpret and guide the application of the policy in making-to-day selections; however, responsibility for selection of materials for the library media center lies with the media specialists. Final responsibility rests with the Superintendent of Schools, who, in conjunction with the Board, shall have the right to veto any selection deemed inappropriate.

III. Objectives of Selection

In order to assure that the school media program is an integral part of the educational program of the school, the following selection objectives are adopted:

1. to provide materials that will enrich and support the curriculum and personal needs of the users, taking into consideration their varied interests, abilities, and learning styles;
2. to provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards;
3. to provide a background of information which will enable pupils to make intelligent judgments in their daily lives;
4. to provide materials on opposing sides of controversial issue so that users may develop, under guidance, the practice of critical analysis;
5. to provide materials which realistically represent our pluralistic society and reflect the contributions made by these groups and individuals to our American heritage; and

6. to place principle above personal opinion and reason above prejudice in the selection of materials of the highest quality, in order to assure a comprehensive media collection appropriate for the users.

IV. Criteria for Selection and Evaluation of Materials

General Criteria:

1. Learning resources shall support and be consistent with general educational goals and objectives of state and school district educational programs.
2. Consideration will be given to needs and requests from staff and pupils based on knowledge of the curriculum.
3. Needs of individual pupils will be addressed, based on a knowledge of their growth and development, and the requests of parents, teachers, administrators, and pupils.
4. A wide range of materials will be provided on all levels of difficulty, with diversity of appeal and presentation.
5. Materials of high artistic and literary quality will be provided.
6. Format of materials will be suitable to content and use.
7. The selection of learning resources on sensitive topics will be directed toward maintaining a balanced collection representing various views.
8. The value and impact of any literary work will be judged as a whole.

Specific Criteria:

1. Authority and competence of author/producer;
2. Clarity and accuracy of presentation;
3. Scope of the presentation;
4. Accuracy, objectivity and currency of contents;
5. Organization and presentation of contents;
6. Physical quality;
7. Value commensurate with cost and need;
8. Potential usefulness;
9. Readability;
10. Educational significance; and
11. Contribution the subject matter makes to the overall collection.

Selection Tools:

Reputable, unbiased, professionally-prepared selection aids shall be consulted as guides, e.g. School Library Journal, Book Review Digest, Children's Catalog, Junior/Senior High School Library Catalog, Booklist, New York Times Book Review, Horn Book, Voice of Youth Advocates (VOYA), and Bulletin of the Center for Children's Books.

Cross-ref: 1420, Complaints about Curricula or Instructional Materials

Adoption date: June 21, 1993

**MATERIALS SELECTION POLICY FOR LIBRARY
MEDIA CENTERS REGULATION**

Procedures for Reconsideration of Materials

Occasional objections to library materials will be made despite the quality of the selection process. If materials are questioned, they will be reviewed in an objective manner. Any materials under reconsideration will remain in circulation. Reviewing of questioned materials will begin at the building level, using the following procedure.

1. A complaint shall be reported to the Building Principal and building media specialist, whether received by telephone, letter, or in personal conversation.
2. The Principal shall contact the complainant to discuss the complaint and attempt to resolve it informally by explaining the philosophy and goals of the Northeastern Clinton School District.
3. If the complaint is not resolved informally, the complainant will be supplied with a packet of materials consisting of (1) the district instructional goals and objectives, (2) library materials selection policy, including the procedure for handling objections and the standard form, which must be completed and returned to the Principal before consideration will be given to the complaint.
4. Complainant is invited to fill out the "Citizen's Statement of Concern About Library/Media Center Resources" form given by the Principal and return it to the Principal within two weeks.
5. Upon receipt of a written request, the Principal
 - a. Discusses request with the school library media specialist.
 - b. Activates the standing "Materials Review Committee" composed of individuals named at the beginning of the school year.
6. Within 30 days after the activation of the review committee, it will submit to the Principal its written review and recommendations regarding the material involved.
7. Within 10 days of receiving written recommendations of the committee, the Principal will prepare in writing a response with his/her subsequent action regarding the material, sending copies to the District Superintendent, the members of the Materials Review Committee, and to the complainant.
8. Following the Principal's decision, the use of the material will be either continued or discontinued.
9. If dissatisfied with the decision of the Principal, a written appeal may be made to the District Superintendent.
10. The Superintendent will review the findings of the committee with the Principal and the school media specialist, and make a decision which will be written to the complainant.
11. The complainant has the right to appeal the Superintendent's decision by formally addressing the problem to the Board of Education.

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**MATERIALS SELECTION POLICY FOR LIBRARY
MEDIA CENTERS EXHIBIT**

**CITIZEN'S STATEMENT OF CONCERN
ABOUT LIBRARY/MEDIA CENTER RESOURCES**

Request initiated by _____ Date _____

Address _____ Telephone _____

City _____ State _____ Zip _____

1. Resource on which you are commenting:

_____ Book _____ Audiovisual Resource

_____ Magazine _____ Content of Library Program

_____ Newspaper _____ Other

Title _____

Author/Producer _____

2. What brought this title to your attention?

3. Please comment on the resource as a whole as well as being specific (cite pages), on those matters which concern you. (Use other side if needed.)

4. What would you like your library/school to do about this resource?

5. What resource(s) do you suggest to provide additional information on this topic?

6. School building and media center and/or classroom where material in question is housed:

7. Is the objection to the book itself or to its accessibility for children too immature to properly use the material for its intended purpose?

8. Date of complaint: _____

Signature _____

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.

1. 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.
2. 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.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. 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.

**SCHOOL LIBRARY BILL OF RIGHTS
FOR SCHOOL LIBRARY MEDIA CENTER PROGRAMS**

The American association of school librarians reaffirms its belief in the Library Bill of Rights of the American Library Association. Media personnel are concerned with generating understanding of American freedoms through the development, of informed and responsible citizens. To this end the American Association of School Librarians asserts that the responsibility of the school library media center is:

1. to provide a comprehensive collection of instructional materials selected in compliance with basic written selection principles, and to provide maximum accessibility to these materials;
2. to provide materials that will support the curriculum, taking into consideration that individual's needs, and the varied interests, abilities, socio-economic backgrounds, and maturity levels of the students served;
3. to provide materials for teachers and students that will encourage growth in knowledge, and that will develop literary, cultural and aesthetic appreciation, and ethical standards;
4. to provide materials which reflect the ideas and beliefs of religious, social, political, historical, and ethnic groups and their contribution to the American and world heritage and culture, thereby enabling students to develop an intellectual integrity in forming judgments;
5. to provide a written statement, approved by the local Boards of Education, of the procedures for meeting the challenge of censorship of materials in school library media centers; and
6. to provide qualified professional personnel to serve teachers and students.