

JEFFERSON-MORGAN SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: LIBRARY/MEDIA SELECTION

ADOPTED: October 21, 2002

REVISED:

<p>1. Purpose</p>	<p style="text-align: center;">109.1. LIBRARY/MEDIA SELECTION</p> <p><u>Philosophy</u></p> <p>Quality library service requires a belief that:</p> <ol style="list-style-type: none">1. A school library center is a learning laboratory where the use of all materials - print and nonprint - is purposeful, planned, and integrated with the teaching learning program and process to widen, deepen, intensify and individualize instruction.2. A Library Science is a teacher whose subject is learning itself who is competent and effective as an educator, knowledgeable about educational processes, designs, and curricular content and is capable of relating and interrelating materials content with instruction.3. Materials - print and nonprint - are carriers of knowledge regardless of format. <p><u>Goals</u></p> <p>As the library media center is an integrated aspect of the entire educational/ instructional system of the school district, the goals of the library media center are the Academic Standards determined by the Board and the staff. The library also strives to develop the Strategic Planning Goals established by the Board.</p> <p><u>Function</u></p> <p>The function of the school library is to administer a planned program which:</p> <ol style="list-style-type: none">1. Reflects the educational philosophy of the school district.2. Supports the instructional program of the school district.3. Requires the cooperation of administration, faculty, and the Library Media Center.
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<p>2. Authority</p>	<p>4. Reinforces skills introduced in every classroom.</p> <p>5. Provides the opportunity to every student for voluntary recreational materials use.</p> <p>6. Minimizes red tape and unnecessary restrictions.</p> <p><u>Objectives</u></p> <p>The objective the Library Media Center is to implement, enrich and support the educational/instructional program of the school. To accomplish this objective, the Library Media Center will provide a wide range of materials on all levels of difficulty, with diversity of appeal, and the presentation of different points of view.</p> <p>To this end, the Board reaffirms the objectives of the School Library Bill of Rights and the goals and objectives of <u>Information Power; Guidelines for School Library Media Programs</u> and asserts that the responsibility of the Library Media Center is to:</p> <ol style="list-style-type: none">1. Provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities, and maturity levels of the pupils served.2. Provide materials that will stimulate growth in factual knowledge, literacy appreciation, aesthetic values, and ethical standards.3. Provide a background of information which will enable pupils to make intelligent judgments in their daily life.4. Provide materials on opposing sides of controversial issues so that young citizens may develop under guidance the practice of critical analysis of all media.5. Provide materials representative of the many religious, ethnic, and cultural groups and their contributions to our American heritage.6. Place principle above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to assure a comprehensive collection appropriate for the users of the Library Media Center. <p>The Board is legally responsible for all matters relating to the operation of its schools.</p>
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<p>3. Delegation of Responsibility</p>	<p>The responsibility for the selection of instructional materials is delegated to the professionally trained personnel employed by the school district.</p> <p>Selection of materials will involve the appropriate administrator(s), teachers, supervisors and librarian(s). Suggestions from students and community members will also be considered. The responsibility for coordinating the selection of media materials and making the recommendations for purchase rests with the professionally trained media personnel (librarian(s)). The librarian(s) will make recommendations which shall not be binding for the purchase of media/materials to the building principal.</p> <p>In recommending materials for purchase, the librarian will do any or all of the following: evaluate the existing collection; consult reputable, unbiased and professionally prepared selection aids; and consult specialists from all departments and/or grade levels of the school.</p>
<p>4. Guidelines</p>	<p><u>General Criteria For Selection Of Media</u></p> <p>It is not the purpose of this policy to describe the specific criteria for each type of media selected. Each medium has individual and distinct hallmarks of quality, but since that information is presented in various books, periodical reviews and other evaluative sources, the recommendations are applicable generally to all media:</p> <ol style="list-style-type: none">1. Materials to be added to the collection either by purchase or as gifts will be considered on the basis of the following: overall purpose, timeliness of performance, importance of the subject matter, quality of the writing/production, readability and popular appeal, authoritativeness, reputation of the author, artist, composer, publisher, producer, editor, price, format, and the relationship of said media to the school district curriculum.2. The library media collection shall consist of media which attempts to widen the boundaries of the student's knowledge and experience and to enrich his/her life or to help fulfill his/her personal needs.3. All media will contribute to the educational/instructional goals of the school by attempting to provide for the needs and interests of each student with media at different levels of difficulty, with a diversity of appeal, and with different points of view on all topics. Thus, a well-balanced and well-rounded coverage of subjects and types of media will be available.4. Media shall be selected with the needs of the individual schools in mind based on a knowledge of the curriculum and an understanding of children.

5. All media shall be carefully evaluated for content, style and format. Attention shall be given to the authority and reputation of the author, illustrator, publisher, producer and performer.
6. Evaluation of materials is a continuous and total process and will not be limited to times of actual acquisition. This process assures that the media collection will always be kept current and will meet the requirements of a constantly changing curriculum.
7. Sources that go beyond the confines of the curriculum and the physical facility will also be provided so that these materials will inspire and answer independent interest and research of students. The media collection will be rich in the variety and in the depth of many subjects/topics to encourage learning through the use of all senses.
8. All educational/instructional materials shall aid teachers and school administrators in their efforts to explore with students the attitudes and skills essential to friendly and democratic relations between persons of different races, national origins and socio-economic status and both sexes.

Specific Evaluative Criteria For Media Selection

Evaluative criteria for the selection of print and nonprint media include the following:

1. Subject matter.
2. Treatment.
3. Need and value to the collection.
4. Authority.
5. Copyright date.
6. Literary style.
7. Bibliographic characteristics.
8. Format or physical makeup.
9. Comprehensiveness.

10. Readability and appeal of the media.

11. Possible uses.

12. Value commensurate with cost.

The Library Media Center will accept gifts with the understanding that the final acceptance for library use will be at the discretion of the administrative staff and Board, and that donated materials deemed unacceptable will be disposed of in whatever manner thought best by the administrative staff.

Some of the major aids used in media selection are: ALA Booklist; H.W. Wilson Standard Catalogs; Library Journal/School Library Journal; publishers catalogs.

As school library media centers move toward resource sharing, care shall be taken to develop the collection to meet the needs of the students and staff and not to place the responsibility of instructional support on loaning libraries nor to develop the collection to meet the needs of borrowing libraries.

Maintenance Of Collection

The collection shall be continuously reevaluated in relation to changing curriculum content, new instructional methods, and the needs of students and teachers. The process will include the replacement of outmoded materials and the discarding of materials no longer useful and the ordering and purchase of multiple copies if deemed necessary.

Weeding

Weeding is the process of withdrawing from the collection materials no longer suitable for use. Criteria for the withdrawal from the collection will be as follows:

1. Poor physical condition.
2. Obsolete subject content.
3. No longer pertinent to the curriculum.
4. No longer of student use.
5. Superseded by more current information.
6. Gifts not appropriate for the collection or curriculum.

Procedures For Handling Challenges To Materials

It is recognized that in a free society opinions may differ at times concerning the appropriateness of certain materials used within the school district. The intent of these challenge procedures is to provide guidelines for handling written complaints regarding educational/instructional media/materials used within the school district.

The final decision concerning the appropriateness of the material shall rest with the Jefferson-Morgan Board of Education after careful examination and discussion of the material in question with the appropriate school personnel and/or any other individual(s) the Board may wish to consult. However, the Jefferson-Morgan School District avers that neither the Board of Education nor the professional staff can restrict our students' constitutional rights to receive information by removing print or nonprint material from the library media centers simply because the material(s) run counter to their views. [Board of Education, Island Trees Free School District No. 26 v. Pico 457 U.S. 853,867-72 (1982)]. The school district has the right to remove materials if they are "pervasively vulgar" or lack "educational suitability." [Id. at 87]

Procedures for challenges will be as follows:

1. All complaints or criticisms of material(s) shall first be directed to the building principal. The Board shall form a review committee comprised of administrative teachers, Board members, parents and community members.
2. Upon receipt of a written, signed complaint the building principal will acknowledge it and promptly notify the Superintendent that a complaint has been received.
3. Within one (1) school week the building principal shall call a meeting of appropriate personnel to consider the complaint.
4. In its deliberations concerning the challenged material(s), the committee shall meet and objectively consider the merits of the challenge.
5. The committee will do all of the following:
 - a. Read and examine the material(s) and opinions referred to the committee by all persons involved.
 - b. Check the general acceptance of the material(s) by reading reviews, weighing values and faults against each other and form opinions based on the material(s) as a whole and not on passages pulled out of context.

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| | <p>c. Prepare a report and recommendation with the Superintendent for referral to the Board.</p> |
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APPENDIX II

JEFFERSON-MORGAN SCHOOL DISTRICT
SCHOOL LIBRARY MEDIA SELECTION POLICY

FOR OFFICE USE ONLY

Date received

Signature of Principal

JEFFERSON-MORGAN SCHOOL DISTRICT
REQUEST FOR RECONSIDERATION OF SCHOOL LIBRARY MATERIALS

INSTRUCTIONS: Please fill out completely and return to the Building Principal.

Request initiated by:

Name: _____

Date: _____

Address: _____

Telephone No.: _____

Complaint represents: (Please check)

1. Self: _____

2. Organization (name): _____

3. Other (please identify): _____

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Material to be reconsidered:

Author: _____

Title: _____

Publisher/Source: _____

The material is located in: (Please check one)

JM J/S HS _____

JMES _____

Nature of objection (Please state specific objections and give pages/references)

1. To what in the material do you object?

2. What do you feel might be the result of reading/viewing this material?

3. For what age group would you recommend this material?

4. Is there anything good or positive about this material? (Please state)

5. Did you read or view the entire piece of material?

6. Are you aware of the judgment of this material by literary critics?

7. What do you believe is the theme of this piece of material?

8. What would you like the school to do about this material?

_____ Do not assign it to my child.

_____ Withdraw it from all students as well as from my child.

_____ Send it back to a curriculum department for reevaluation.

9. In its place, what material of equal literacy quality would you recommend that would convey as valuable a picture and perspective of our civilization?

Signature of Complainant

APPENDIX III

JEFFERSON-MORGAN SCHOOL DISTRICT
SCHOOL LIBRARY MEDIA SELECTION POLICY

JEFFERSON-MORGAN SCHOOL DISTRICT

INSTRUCTIONS: Attach to the form for requesting reconsideration of instructional materials upon receipt from complainant.

Date of conference with committee: _____

Committee members: _____

Outcome and recommendations: _____

Date of Board of Education's decision: _____

Outcome and recommendations: _____

