

# Library Materials Selection Policy

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## I. Philosophy

The school library media centers in Mountain View School District #244 espouse the philosophy set out in the AASL *Position Statement on the Role of the School Library Media Program* as adopted by the American Association of School Librarians in 1990. Most importantly, District #244 libraries will reflect the following key points of the position statement:

Materials are selected to meet the wide range of students' individual learning styles. The school library media center is a place where students may explore more fully classroom subjects that interest them, expand their imagination, delve into areas of personal interest, and develop the ability to think clearly, critically, and creatively about the resources they have chosen to read, hear, or view...

The school library media program serves all of the students of the community-- not only the children of the most powerful, the most vocal or even the majority, but all of the students who attend the school. The collection includes materials to meet the needs of all learners, including the gifted, as well as the reluctant readers, the mentally, physically, and emotionally impaired, and those from a diversity of backgrounds. The school library media program strives to maintain a diverse collection that represents various points of view on current and historical issues, as well as a wide variety of areas of interest to all students served. Though one parent or member of the school community may feel a particular title in the school library media center's collection is inappropriate, others will feel the title is not only appropriate but desirable.

## II. Responsibility

The legal responsibility for selection of materials shall rest with the Board of Education of Mountain View School District #244. Upon approval of this selection policy, the Board of Education delegates to each Library Media Center Paraprofessional and the District Library Media Center Specialist the responsibility for final selection of materials. General philosophies, as previously stated, will be the guiding factors in selection. The Library Media Center Paraprofessionals will select materials, after consultation with the District Library Media Center Specialist, faculty members and administrative personnel. The Library Media Center Paraprofessionals will consider student requests in making selections.

## III. Definition of Materials

Materials, as used in this policy statement, may be defined as:

Instructional materials: material used to develop the curriculum according to the basic course of study at the levels of maturity of the student.

Library materials: materials used to support and enrich the curriculum and selected for the faculty and students of the school in which the library media center is located.

Materials may take the form of books in a variety of formats, periodicals, audio-visual items, software, and hardware.

#### IV. Criteria for Selection

##### A. General Resources

A combination of the following evaluative criteria shall be used as a guideline in selecting materials:

1. contribution to the curriculum and the educational goals of the school;
2. literary and artistic excellence;
3. lasting importance or significance to a field of knowledge;
4. relevance to the interests of students;
5. favorable reviews found in standard selection sources;
6. favorable recommendations based on preview and examination of materials by professional personnel, adults with special expertise, and students' suggestions;
7. reputation and significance of the author, producer, and publisher;
8. currency or timeliness of material;
9. contribution to the breadth and diversity of representative viewpoints on controversial issues;
10. contribution to multicultural and pluralistic awareness;
11. high degree of potential user appeal;
12. quality, durability, and variety of format;
13. suitability of format and appearance for intended use;
14. material is commensurate with cost and/or need.

##### B. Non-print Resources

Non-print resources include, but are not limited to video tapes and DVDs, laser disks, on-line databases, sound recordings, CD-ROMS, computer software, graphic materials, maps/globes, microforms, learning kits, games, transparencies, and archival materials that support the established learning goals of the Mountain View School District library media centers. In selecting non-print resources, each item should be considered for its merit and value in the collection. Materials will be previewed whenever possible before a determination for

selection and purchase is made. Previously stated criteria for selection should be applied, with some additional considerations:

1. availability and capability of existing and currently owned hardware to utilize the format;
2. appropriateness of format;
3. addresses instructional goals and supports curriculum taking into account learning styles, and the developmental abilities and adaptive technology needs of the students;
4. ease of use and/or availability of training or customer support;
5. sufficient documentation;
6. licensing agreements;
7. technical quality;
8. accurate and reliable presentation of information.

### C. Internet Resources

There are many Internet Web sites available that provide significant information, and supplement the resources of the school library media centers. In selecting Internet sites it is important that the site be chosen for support of the goals of the educational community based on application of previously stated criteria. The following considerations should also be made:

1. relevance to the curriculum and interests of the learning community;
2. format accessible for the intended audience: the text is readable and graphics appropriate;
3. ease of access;
4. availability of equipment for viewing;
5. sites developed by authoritative sources are preferred;
6. accuracy and currency of information;
7. favorable reviews when available;
8. inclusion in recognized professional educational resources and collection development tools;
9. extends the learning experience of the students or the instructional resources of the classroom teacher beyond available print and non-print resources in the school library media center.

Internet web sites accessed in the library will comply with the Children's Internet Protection Act and be in compliance with the Mountain View School District Network Acceptable Use Policy 543.

### V. Resource Selection and Purchase Process

Requests and suggestions are sought from students, staff, parents, and other members of the school community. The Library Media Specialist and paraprofessionals read current reviews

from professional literature and other reviewing sources recognized for their expertise. Purchases are also based on the needs of the collection as determined in the Collection Development Policy created by the Library Media Specialist. This policy is based on current and past use and average age of each area of the collection. The selection process also includes the replacement of lost and worn materials and the removal of materials no longer current, applicable to the curriculum, or containing stereotypes and biases. The disposal of these deselected materials shall be according to established guidelines.

Gift materials, sponsored materials, and other donations are evaluated by the same criteria as purchased materials. Gifts are a way for patrons and community members to help the public school library. Gifts may come in the form of donated materials, money and subscriptions to newspapers or magazines. If the donation does not meet the same criteria as purchased materials, every effort should be made to find an appropriate home for it.

## VI. Procedure for Handling Objections to Materials

Occasionally objections to materials may be made. The procedure concerning complaints is as follows. Its purpose is to provide for a hearing to determine appropriate action within the context of the principles of freedom of information, the students' right to access of materials, and the professional responsibility and integrity of the school faculty. No materials shall be removed from the library before the process of review is completed.

A. All complaints to staff members or administrators shall be reported to the Library Media Paraprofessional and / or the District Library Media Specialist, whether received by telephone, letter, or in personal conversation.

B. Upon receiving the complaint, the Library Media Paraprofessional or the District Library Media Specialist will request that the patron sharing the complaint complete the Citizen's Request for Reconsideration of Library Materials.

C. Upon receiving the official complaint previously referred to as the Citizen's Request for Reconsideration of Library Materials, the District Library Media Specialist will notify the building principal and the District Superintendent and supply them with copies of the completed Citizen's Request for Reconsideration of Library Materials. While no questioned materials shall be removed from the school library media shelf pending the reconsideration process, access to questioned materials can be denied to the child (or children) of the parent(s) or guardian(s) making the complaint, if they so desire.

D. The District Library Media Specialist will chair and convene a Reconsideration Committee to review the complaint within two weeks of receipt of the completed Citizen's Request for Reconsideration of Library Materials. The Reconsideration Committee shall consist of the building principal, the building Library Media Aide, two teachers from the building, a Library Media Aide from a second building in the district, and a School Board

Representative. Should there be a conflict of interest; other representatives will be appointed by the District Library Media Specialist and/or District Superintendent.

E. The Reconsideration Committee process shall include the following steps:

1. Read, view, or listen to the challenged material.
2. Check general acceptance of the material through the reading of critical reviews and consulting recommended lists and collection development tools.
3. Determine the extent to which the material adheres to the selection guidelines.
4. Weigh merits against faults to form opinions based on the material as a whole, and not on passages isolated from context.
5. The Reconsideration Committee shall prepare a report on the challenged material containing their recommendations on the disposition of the matter and deliver it to the Mountain View School Board in a timely manner.

F. The Mountain View School Board shall review the recommendations of the Reconsideration Committee and make a final determination on the matter. They will notify the complainant of their decision in writing. A decision to sustain a challenge shall not be interpreted as a judgment of irresponsibility on the part of the professionals involved in the original selection and/or use of the material. The School Board's determination to keep or dispose of the item in consideration based on the Committee's findings shall be administratively final, binding, and conclusive. The School District Media Specialist will then complete the *ALA Intellectual Freedom Challenge form* found in the Idaho SLIM as appendix 1 for the purpose of ongoing statistical collection.

## VII. Weeding and Disposal of Resources

Material will be weeded when it has been out of circulation for five to ten years; is too badly in need of repair; contains information that is no longer factual, or is biased, racist or sexist; or is no longer a benefit to the education of our students. The copyright date of the material will be assessed to determine the value of the information within. Materials that should not be weeded without careful consideration include genealogy, material by local authors, and award winners.

Materials withdrawn from the library collection will be marked "discard" and will be removed from the catalog / OPAC. Material will be disposed of in accordance with Mountain View School District policy for disposal of equipment and materials.

The District Library Media Specialist and the Library Aides will refer to the Crew Guidelines for weeding when considering materials to be withdrawn from the collection.

Adopted: 8/20/07

Revised: (1/24/11)



CITIZENS REQUEST FOR RECONSIDERATION  
OF LIBRARY MATERIALS

TITLE \_\_\_\_\_ book \_\_\_\_\_ magazine \_\_\_\_\_ other \_\_\_\_\_

Author (or Director if AV) \_\_\_\_\_

Publisher or Distributor \_\_\_\_\_

Request initiated by (name) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Do you represent: \_\_\_\_\_ Yourself \_\_\_\_\_ Organization or Group

Name of organization represented \_\_\_\_\_

1. To what do you object in the work noted above: Please be specific. Cite pages, specific scenes, etc.  
\_\_\_\_\_

2. Did you read or view the entire work: \_\_\_\_\_  
What parts? \_\_\_\_\_

3. What do you feel might be the result of reading/viewing this work? \_\_\_\_\_  
\_\_\_\_\_

4. For what age group would you recommend this work? \_\_\_\_\_

5. For what do you believe is the theme of this work? \_\_\_\_\_  
\_\_\_\_\_

6. Is there anything good about this material considered as a whole? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. What would you like the library to do about this work?  
\_\_\_\_ Return to staff selection committee for re-evaluation.  
\_\_\_\_ Other. Explain  
\_\_\_\_\_  
\_\_\_\_\_

8. Comments:

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