

SECTION: PROGRAMS

TITLE: LIBRARY MATERIALS
SELECTION

ADOPTED: October 1999

REVISED:

***Penn Manor
School District***

109. LIBRARY MATERIALS SELECTION

1. Purpose

The primary functions of the library media curriculum are to ensure that students and staff are effective users of the library to retrieve ideas and information determined by curriculum, vocational, personal and community interests, and to provide a positive and supportive atmosphere where staff and students work collaboratively to define and accomplish goals.

The district serves thousands of students of extensively varied backgrounds and interests in its educational program. The school district encompasses both rural and suburban communities as well as a State University Campus.

The district believes students should be offered a balanced program that provides intellectual stimulation and opportunities for personal growth by developing competency in the areas of academics, fine and applied arts, vocational training, health, and life skills.

The climate of the district fosters a sense of personal, social, and civic responsibility; individual and group endeavors are encouraged. The district believes students, through involvement, develop a sense of ownership and commitment to the school, the community, the country, and the world.

2. Guidelines

Objectives Of The School Library

1. To provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities, and maturity levels of the pupils served.
2. To provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards.
3. To provide materials that will form a background of information which will enable students to make intelligent judgments.
4. To provide materials on opposing sides of controversial issues so that students may develop, under guidance, the practice of critical reading and thinking.
5. To provide materials representative of gender and the many religious, ethnic, and cultural groups and their contributions to the American heritage.

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6. To provide maximum accessibility to all of these materials.
7. 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 collection appropriate for the users of the library.

Responsibility Of Selection

The responsibility for all instructional materials is vested in the Board which delegates to the librarians the responsibility to develop final recommendations for acquisitions. The actual selection is left to the librarian whose responsibility it is to know the curriculum, the students, and the philosophy of the school district.

Criteria For Selection Of Materials In The School Or District

Needs of the individual school based on knowledge of the curriculum and of the existing collection are given first consideration.

The selection of materials is a continuous process and is dependent upon the following criteria:

1. Overall purpose.
2. Timeliness or permanence.
3. Importance of the subject matter.
4. Quality of the writing/production.
5. Total value, impact, and intent of author/artist/producer.
6. Readability and popular appeal.
7. Authoritativeness.
8. Reputation of the publisher/producer.
9. Format and price.

Requests from staff, students, and parents are encouraged; however, final evaluation and selection of materials rests with the individual librarian.

Gifts will be accepted when they meet the same standards as original purchases, require no special conditions, and may be disposed of when warranted.

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Procedure For Implementing Selection Criteria

The librarians are aided in their selections by reputable, unbiased, professionally-prepared selection tools. Such tools include professional book selection aides, basic general lists, current general lists, subject fields, and current reviewing media. To coordinate purchasing which will ensure the development of a balanced collection within a fixed budget, librarians determine priorities among material to be purchased.

Requests For Reconsideration of Materials

The right of parents to request that their child not be given certain material is recognized while the right of any parent or group of parents to determine what may be used for students other than their own children is not supported.

In the event the appropriateness of the material for the entire student body is questioned, the "Procedure for Handling Objections to Library Materials" should be followed.

Procedure For Handling Objections To Library Materials

1. The person or persons expressing an objection may register the objection in writing on a "Citizen's Request for Reconsideration of Library Materials" form. This form may be obtained from the school office or library.
2. When a "Citizen's Request for Reconsideration of Library Materials" form is requested, the building principal should be notified.
3. Material being evaluated for appropriateness will not be withdrawn until a final decision has been reached.
4. An Ad Hoc Committee shall be appointed by the Superintendent consisting of:
 - a. Library Coordinator.
 - b. One Member of the Board.
 - c. Appropriate level parent.
 - d. Appropriate level administrator.
 - e. Appropriate level librarian.
 - f. Appropriate teacher.
 - g. Appropriate level student (secondary only).
5. Each committee member shall review the questioned material in its entirety using the material itself and all critical evaluations available. The committee members shall then reconsider questioned material with specific objections in mind, submitting a written recommendation to the Superintendent with ten (10) school days.

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6. The Superintendent shall then make his/her decision based on the recommendation of the committee. She/He will inform the complainant and the Board of his/her decision.
7. The challenged material will be withdrawn or retained as mandated by the Superintendent. An appeal of the decision may be made by the complainant to the Board.
8. Material which has undergone a challenge may not be challenged again until one (1) calendar year after the decision by the Superintendent.

Procedure for Weeding

Selection is an ongoing process which should include the removal of instructional materials no longer appropriate and the replacement of lost and worn materials which are still of educational value.

1. Continuous Review, Evaluation and Weeding, the guidelines for which are published by the American Library Association in . . . The Crew Method by Joseph P. Segal, c1980, is the program used when removing materials.
2. After materials have been identified for disposal, two (2) final authorities are consulted before they are withdrawn.
 - a. The appropriate Wilson Catalog (Elementary, Junior or Senior High).
 - b. Teachers in the discipline.
3. If, after all of these steps have been taken, the material is deemed no longer useful, it is discarded.