

FAIRVIEW SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: LIBRARIES/SELECTION
POLICY

ADOPTED: June 20, 1994

REVISED:

109.2. LIBRARIES/SELECTION POLICY

SELECTION OF LEARNING RESOURCES

I. Statement Of Policy

The library media center functions as an integral part of the school program to provide a wide range of learning resources of varying levels of difficulty. The media center strives to provide the opportunity for all students to grow intellectually, to meet the needs of the students and faculty, and to enrich and support the curriculum.

II. Objectives Of Selection

- A. The main objective of our selection policy is to provide the students with a wide range of educational materials on all levels of difficulty. The collection of materials will enrich and support the curriculum and meet the needs of the students and faculty it serves.
- B. The **learning resources** covered by this policy include library books, textbooks, supplemental books, periodicals and informational materials both print and nonprint. Special attention must be given to emerging library/media technologies, specifically hardware and software.

III. Responsibility For Selection Of Learning Resources

- A. The Board of Education determines school policy and delegates to the administration the responsibility of carrying out this policy.
- B. The selection of learning resources is the responsibility of the department heads, classroom teachers, and library media specialist.

IV. Criteria For Selection Of Learning Resources

A. The following criteria will be used as they apply:

1. Materials that support the aims and objectives of the school.
2. Materials that meet high standards of quality in factual content and presentation.
3. Materials that are appropriate for the subject area for age, ability level, and social development of students.
4. Materials that are up-to-date, accurate, and show a great degree of clarity.
5. Materials that merit inclusion because of literary and/or artistic value.
6. Materials that represent fair and unbiased presentation of information. In controversial areas, materials that present as many opinions as possible.

B. Recommended lists shall be consulted for selection but is not limited to those listings.

V. Procedures For Selection Of Learning Resources

- A. Professional staff will evaluate curriculum needs and consult reputable aids and sources.
- B. Gift materials shall be evaluated based upon the needs of the school.
- C. Recommendations for purchase involve administration, faculty, and students. The final selection is made by the library media specialist.
- D. Selection of materials is an ongoing process.
- E. Removal of materials is an ongoing process with continuous weeding of materials to maintain a current balanced collection.
- F. Replacement of lost and worn materials after reevaluation is an ongoing process.

PROCEDURES FOR DEALING WITH CHALLENGED MATERIALS

I. Statement Of Policy

The Board of Education subscribes in principle to the statement of policy on library philosophy as expressed in the American Library Association LIBRARY BILL OF RIGHTS. A copy is attached to this policy.

II. Request For Informal Reconsideration

- A. The principal or other appropriate staff member shall explain the school's selection procedure, criteria, and qualifications of those persons selecting the resource.
- B. The issue will try to be resolved informally.
- C. The principal or appropriate staff member shall explain the intended usefulness of the questioned resource.
- D. If the questioner wishes to file a formal challenge, a Request for Reconsideration of Learning Resource form shall be handed or mailed to the party concerned by the principal. A copy of this form is attached to this policy.

III. Request For Formal Reconsideration

A. Preliminary Procedures

- 1. Have available the Request for Reconsideration of Learning Resource form.
- 2. Form should be signed by questioner and filed with the principal and Superintendent notified.
- 3. Request for reconsideration shall be referred to reevaluation committee.

B. Reevaluation Committee

- 1. When a request for reevaluation is filed, the principal shall appoint a reevaluation committee to include:
 - a. An administrator.

- b. The Library Media Specialist.
- c. Department Head of the Discipline when appropriate.
- d. Staff member utilizing the material.

2. The reevaluation committee should meet within ten working days after the complaint is received.
3. The committee shall review the challenged resources and judge whether it meets the district's Selection of Learning Resources Policy.

C. Resolution.

1. Reevaluation Committee shall:
 - a. Examine challenged resource
 - b. Read critical reviews of the resource
 - c. Weigh values and faults and form opinions based on the material as a whole, rather than passages taken out of context.
 - d. Prepare a written report.
2. Discuss written report with questioner, if requested.
3. Copies of written report to be retained by principal with a copy to the Superintendent.
4. Written reports, once filed, are confidential and available to only appropriate officials.
5. Decision of reevaluation committee is binding.

D. Guiding Principles

1. No parent has the right to determine reading, viewing or listening materials for students other than his/her own.
2. Board of Education, supports LIBRARY BILL OF RIGHTS (copy attached). When learning resources are challenged, the principles of freedom to read/listen/view must be defended as well.

3. Access to challenged resource shall not be restricted during reconsideration process. Pending the outcome of the reevaluation request, access to questioned materials can be denied child of the parents making complaint, if they desire.
4. The final decision is based on the appropriateness of the material for its intended educational use.
5. A decision to sustain a challenge shall not necessarily be interpreted as an irresponsible judgment on the part of the professional involved in the original selection and/or use of the material.

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.

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
Amended February 2, 1961, June 27, 1967,
and January 23, 1980 by the ALA Council.