

Selection Policy for School Library Materials

I. SELECTION OBJECTIVES

School library materials will be selected to support and enrich the educational program. Materials will serve both the breadth of the curriculum and the needs and interests of the faculty and students. It is the obligation of the District to provide for a wide range of abilities and to respect the diversity of many differing points of view.

Library materials are defined as all electronic, print, and nonprint resources, excluding textbooks, used by students and faculty for the District's educational program.

II. RESPONSIBILITY FOR SELECTION

The District is responsible for the selection of books and materials used in the District's schools as provided for in Board Policy 109, Resource Materials.

Responsibilities for actual selection of school library materials shall be delegated to the certified school librarian with the assistance of other school personnel, who shall discharge this obligation consistent with the Board's adopted selection criteria and procedures. The librarian shall work cooperatively with faculty members to interpret and guide the application of the policy in making day-to-day selections.

III. CRITERIA FOR SELECTION

The following general selection criteria shall apply to all materials, including electronic, print, and nonprint resources:

1. Library materials shall support and be consistent with the general educational goals of the state and District and the aims and objectives of the individual schools and specific courses.
2. Library materials shall meet high standards of quality in factual content, artistic and literary value, and presentation.
3. Library materials shall be appropriate for the subject area and for the age, emotional development, ability level, learning styles, and social development of students for whom materials are selected.
4. Materials shall have aesthetic, literary, scientific or social value.
5. Library materials shall meet the needs and interests of students and faculty.
6. Physical format and appearance of library materials shall be suitable for their intended use.
7. Library materials shall be current and up-to-date.
8. Library materials shall be selected to help students gain an awareness of our diverse society.

9. Library materials shall be selected for their strengths rather than rejected for their weaknesses.
10. The selection of library materials on controversial issues will be directed towards maintaining a diverse collection representing various views.

IV. CRITERIA FOR GIFTS AND UNSOLICITED MATERIALS

Gifts and unsolicited materials shall meet the following general selection criteria in order to be accepted and become a part of the school library collection:

1. Gifts and unsolicited materials must support and be consistent with the general educational goals of the state and District and the aims and objectives of the individual schools and specific courses.
2. Gifts and unsolicited materials must meet high standards of quality in factual content, artistic and literary value, and presentation.
3. Gifts and unsolicited materials must be current and up-to-date.
4. Materials shall have aesthetic, literary, scientific or social value.
5. Gifts and unsolicited materials must be appropriate for the subject area and for the age, emotional development, ability level, learning styles, and social development of students for whom materials are selected.
6. Physical format and appearance of gifts and unsolicited materials must be suitable for their intended use.
7. Gifts and unsolicited materials must help students gain an awareness of our diverse society.

V. PROCEDURES

Materials for school libraries will be selected by the certified school librarian in collaboration with school personnel. Professionally recognized reviewing periodicals, standard catalogs, and other selection aids will be used by the librarian and faculty to guide selection.

VI. POLICY AND PROCEDURES FOR HANDLING CHALLENGED MATERIAL

Despite the quality of the selection process, occasional objections to library materials may be made. No questioned material shall be removed from the school pending a decision. In the case of a complaint, the following procedures shall be followed:

1. All complaints to school personnel shall be reported to the building principal, whether received by telephone, letter, or in personal conversation.
2. Complainants must reside in the District and have children in attendance at one of the District's schools.

3. The complainant shall be supplied with a packet of materials consisting of the District's goals and objectives, the materials selection policy statement, and the procedure for handling objections. This packet will also include a copy of the *Request for Reconsideration of Library Materials* form which shall be completed and returned before consideration will be given to the complaint (Appendix A). If the complainant does not return this form to the building principal within two weeks of receiving the packet, the objection will be considered resolved.
4. Upon receipt of a written complaint form, the building principal shall inform the Superintendent or designee. The principal shall then convene a school-level committee which consists of a District level administrator appointed by the Superintendent, the building principal, a representative from the District curriculum committee, the librarian, two teachers, and a parent representative. The District level administrator shall chair the committee.
5. The committee shall meet to discuss the material. Using *Instructions to Evaluating Committee* (Appendix B), reviews from professionally recognized reviewing materials, and the *Criteria for Selection*, the committee shall prepare a report titled, Materials Evaluation Committee Report Form (Appendix C) containing its recommendations concerning the material. The committee will forward its report to the Superintendent or designee.
6. The Superintendent or designee shall make a decision as to any action taken with regard to the material in question.
7. The principal shall notify the complainant of the Superintendent's decision, in writing.
8. If the complainant is still not satisfied, he/she may appeal to the School Board in writing within ten calendar days from the date of decision. The Board shall issue a decision in a timely manner.

VII. POLICY AND PROCEDURES FOR DESELECTING OR WEEDING OF MATERIALS

An essential component to any collection development process is deselecting or weeding inappropriate materials. The certified school librarian shall periodically review the library collection for deselecting or weeding purposes in accordance with MUSTIE. **MUSTIE** is an easily remembered acronym for six negative factors that frequently ruin an electronic, print or nonprint resource's usefulness and mark it for weeding.

M = **M**isleading (and/or factually inaccurate)

U = **U**gly (worn and beyond mending or rebinding)

S = **S**uperseded (by a truly new edition or by a much better book on the subject)

T = Trivial (of no discernible aesthetic, literary, scientific or social value)

I = Irrelevant to the needs and interests of the community

E = The material may be obtained expeditiously Elsewhere through interlibrary loan or reciprocal borrowing.

Appendix A

Date Form Issued: _____

Date Form Returned _____

This form must be returned to the appropriate school's office within two (2) weeks of its issue.

Request for Reconsideration of Library Materials

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**Initiated by (name)** \_\_\_\_\_

**Please circle one:**    Parent                      Teacher                      Employee                      Student

**Phone** \_\_\_\_\_ **Cell Phone** \_\_\_\_\_

**Address** \_\_\_\_\_

**eMail** \_\_\_\_\_

**Group affiliation (if any)** \_\_\_\_\_

**Material in question (please circle one):**    book                      periodical                      other

**If other, please specify** \_\_\_\_\_

**Title** \_\_\_\_\_

**Author** \_\_\_\_\_ **Copyright date** \_\_\_\_\_

**School in which material was obtained, used, viewed:** \_\_\_\_\_

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Please respond to the following questions.
If you need more space, please attach additional pages.

Did you read/hear/view the entire work?

If not, what part did you read/hear/view?

Specifically what part of the information did you find objectionable? *Please cite pages, frames, etc.*

Have you read the Avon Grove School District's *Selection Policy for School Library Materials*?

What professional reviews of the work have you read? *Please list sources and include copies of reviews.*

What do you believe is the theme or purpose of the work?

What value do you find in the work?

How would students be affected by exposure to this work?

For what age group(s) would you recommend this material?

What material of equal value would you recommend to convey a similar picture or perspective?

What do you suggest the school do about this material?

The undersigned agrees to attend any necessary meetings in the evaluation process.

Signature _____ **Date** _____

This form must be returned to the appropriate school's office within two (2) weeks of its issue.

Appendix B

Instructions to Evaluating Committee

1. Consider the District's criteria for selection. Consider the principles of the freedom to learn and to read. Consider the District's overall collection.
2. Study thoroughly all materials referred to you in their entirety and read available reviews. The general acceptance of the materials should be checked by consulting standard evaluation aids and local holdings in other schools.
3. Passages or parts shall be discussed in context. Perceptions about the material's values and faults should be weighed against each other and the resulting opinions should be based on the material as a whole.
4. Your report (*Appendix C*), presenting both majority and minority opinions, will be presented by the superintendent or designee to the complainant at the conclusion of the discussion of the questioned material.

Appendix C

MATERIALS EVALUATION COMMITTEE REPORT FORM

Attach extra pages if needed to complete statements

Physical description of challenged material: author, title, publisher, copyright, producer, etc.

Justification for inclusion of material: include theme and purpose

Reviewers' judgment of material: if possible include copies of reviews indicating the source

Materials Evaluation Committee's decision and comments: include statements from both majority and minority positions

Copies sent to:

Signatures of Committee Members

Superintendent/Designee_____

Curriculum Committee Member_____

Principal_____

Librarian_____

Teacher_____

Teacher_____

PTA Officer_____

Complainant_____
