

Appendix I

OBJECTIVES

The library media center is a learning center that provides materials, services and facilities for the instructional program needs of the District's students and teachers and endorses the responsibilities outlined in the *Library Bill of Rights* as approved by the American Association of School Librarians.

RESPONSIBILITY FOR SELECTION OF MATERIALS

The Board of Education, the governing body of the school district, is legally responsible for the selection of instructional materials. This authority is delegated to the professional personnel of the district for the selection of these materials.

Materials for the library resource center are selected by the library media specialist. The personnel who assist in the actual selection of materials for the media centers must include the professional librarians, and may include other media specialists, curriculum consultants, teaching staff, administrators, other staff, students and parents.

CRITERIA FOR SELECTION

Books and materials selected for the school's library media center should meet high standards of quality involving the following criteria:

1. Authority: determined by the author's qualifications and sources of information used in preparation for the materials.
2. Scope: determined by adequacy of coverage in relation to the subject presented.
3. Reliability: determined by accuracy and recency.
4. Treatment: determined by noting the author's purpose (reference, recreation, etc.).
5. Readability: determined by noting suitability for grade and interest levels, appropriate print and vocabulary and illustrations.
6. Subject interest: determined by skill of presentation in relation to grade and interest level.
7. Format: determined by examination of cover, print, size, binding, illustrations and other visual presentations.

Criteria for Selection-continued

8. Special features: determined by examination for appropriate indexes, bibliographies, outlines, etc.
9. Potential uses: consideration of the following:
 - a. Meet curricular needs.
 - b. Provide curriculum enrichment.
 - c. Meet general reference needs.
 - d. Provide additional factual information.
 - e. Promote social and emotional development.
 - f. Provide inspirational value.
 - g. Serve reluctant readers.
 - h. Furnish mature readers.
 - i. Provide for recreational reading.
 - j. Develop aesthetic taste.

BOOK AND MEDIA SELECTION AIDS

In the selection of materials, recognized reviewing tools such as the following are consulted: *Booklist Online*, *Senior High School Library Catalog*, *Junior High School Library Catalog*, *School Library Journal*, *Hornbook*, *Bulletin for the Center for Children's Books*, *AAAS Science Booklist*, *VOYA*, *Instructor*, *Teacher*, *Teen Reading (YALSA)*, *The Book Reporter*, *BookReview.com*, *The BookPage*, *BookWires*, *Caldecott Medal Home Page*, *Carol Hurst's Children's Literature*, *Children's Book Reviews* (National Parenting Center), *Children's Books*, *Coretta Scott King Award Home*, *Education Review*, *Educational Software Review*, *Follett TITLWAVE*, *Multicultural Book Reviews*, *Newbery Medal Home Page*, *World of Reading* (reviews by children), *Young Adult Books*, SDE publications.

POLICY RELATING TO SPECIAL AREAS

1. Professional Collections – Each media center shall select appropriate materials for teacher use and professional growth. These materials would generally not be for pupil use nor aimed at recreational interests.
2. Paperback Books – Media centers may include paperback books to supply extra copies of popular titles and to add variety to the collection. They may also be included when other bindings are unavailable or due to budgetary limitations. Cataloging procedures for these paperback titles may vary from formal cataloging to Simplified or none at all at the discretion of the media specialist.

Policy Relating to Special Areas – continued

3. Ephemeral Materials – Media centers may include ephemeral materials, such as timely pamphlets, at the discretion of the media specialist. (These are not catalogued.)
4. Gifts – The media centers accept gifts with the privilege of including them in the collection at the discretion of the media specialist. The media specialist shall decide which gifts will be kept, cataloged and/or added to the collection. Such materials will be judged by the evaluative criteria of selection used for purchased materials as described in the section on Criteria. Gifts of money, including memorial gifts for the purchase of materials, are accepted.
5. Sponsored Materials – For sponsored material (instructional items for use in public schools provided by private concerns or commercial organization) the same selection criteria shall be applied as for all other material. It will not be chosen if it attempts to establish the exclusiveness of a particular product or service.
6. Sets of Materials – Sets of materials and materials acquired by subscriptions are examined carefully and purchased only to fill a definite need.
7. Duplication – Need is the criterion for duplication of books and materials. A variety of different titles is usually preferred to duplicate copies of a single title. When the need for duplication arises, additional copies are usually purchased in controlled numbers and in paperback when available and suitable.

MAINTENANCE OF THE COLLECTION

1. Inventory – The collection will be inventoried and checked against the circulation database yearly if the necessary hardware and software are available. If such an in-depth inventory is to be done, the media center will be closed the last week of school to allow for the return of books and materials and to give the librarian the necessary time. No classes will be held during this week.
2. Weeding – In order to develop and maintain a quality collection of books and materials, library media specialists will weed on either a continuous basis or periodically. The weeding process enables them to rid the collection of out-of-date, inappropriate, useless, worn-out books and materials. Weeded books and materials will be disposed of according to board policy.

CONFIDENTIALITY POLICY

The Alva School District recognizes the need for the protection of the confidentiality of school District #001, Woods County, Oklahoma

library media center records. In accordance with the Family Educational Rights and Privacy Act (FERPA), a federal law, parents will be allowed to access the media center circulation record of their child providing the child is under the age of 18. However, once a child reaches 18, the parent may not be able to access the records unless there is written permission from the child.

PROCEDURE FOR HANDLING CHALLENGED OR QUESTIONED BOOKS AND MATERIALS

1. The procedure is applicable to all individuals, including school personnel and board members.
2. The library media specialist will hold a conference with the citizen making the complaint. The principal of the building will be notified and may be present at the conference. Since no parent or group of parents has the right to determine reading matter for students other than his own, materials will remain in circulation until the challenge is resolved by a review committee. If the parent is still dissatisfied, he may request that his child not be allowed to check out a specific book, provided a written request is made to the principal.
3. If the parent is not satisfied with restricting the use of the material with his own child, he will be given a complaint form. The form must be completed in its entirety and returned before any further steps will be taken.
4. If the citizen returns the completed complaint form to the principal, the building principal, with the concurrence and assistance of the library media specialist, will appoint a review committee. This committee will be composed of the library media specialist, the building principal, one or more teachers and one or more parents. If the challenged material is at the secondary level, the committee will also include one or more students.
5. The review committee will take the following steps after receiving the challenged materials:
 - a) Read, view or listen to the material in its entirety. (Examine the material as a whole, not passages pulled out of context.)
 - b) Check recognized selection aids for evaluations of the material.
 - c) Weigh the strengths and weaknesses of the material and form opinions based on selection criteria, relevance to the curriculum, and the educational philosophy of the school.
 - d) Complete the appropriate "Checklist for School Media Advisory Committee's Reconsideration of Instructional Material" (copy of form is attached to this policy).
 - e) Review committee's written recommendation will be sent to the principal, the superintendent, and the president of the Board of Education.
6. The decision of the committee is submitted to the complainant and a file of the objection and decision is kept by the library media specialist.
7. In the event that the complainant does not accept the decision of the review committee, he/she may appeal to the Board of Education through the principal. The final decision

then rests with the Board of Education. The complainant will be notified by mail of the Board's decision.

8. Once an item has been challenged, reviewed and justified by the review committee and the Board of Education, if another challenge is raised against it within a five-year period, the complaint will be dismissed.

ALVA SCHOOL DISTRICT
CHECKLIST FOR SCHOOL MEDIA ADVISORY COMMITTEE'S
RECONSIDERATION OF MATERIAL

Fiction and Other Literacy Forms

Title _____

Author _____

1. Purpose

a. What is the purpose, theme or message of the material? How well does the author/producer/composer accomplish this purpose?

b. If the story is fantasy, is it the type that has imaginative appeal and is suitable for children?

_____Yes _____No for young adults? _____Yes _____No

c. Will the reading and/or viewing and/or listening to material result in more compassionate understanding of human beings? _____Yes _____No

d. Does it offer an opportunity to better understand and appreciate the aspirations, achievements, and problems of various minority groups? _____Yes _____No

e. Are any questionable elements of the story an integral part of a worthwhile theme or message? _____Yes _____No

2. Content

a. Does a story about modern times give a realistic picture of life as it is now? _____Yes _____No

b. Does the story avoid an oversimplified view of life, one which leaves the reader with the general feeling that life is sweet and rosy or ugly and meaningless? _____Yes _____No

c. When factual information is part of the story, is it presented accurately? _____Yes _____No

d. Is prejudicial appeal readily identifiable by the potential reader? _____Yes _____No

e. Are concepts appropriate to the ability and maturity of the potential readers? _____Yes _____No

f. Do characters speak in a language true to the period and section of the country in

which they live? ____Yes ____No

g. Does the material offend in some special way the sensibilities of women or a minority group by the way it presents either the chief character or any of the minor characters? ____Yes ____No

h. Is there a preoccupation with sex, violence, cruelty, brutality, and aberrant behavior that would make this material inappropriate for children? ____Yes ____No

i. If there is use of offensive language or sexual content, is it appropriate to the purpose of the text for children? ____Yes ____No for young adults? ____Yes ____No

j. Is the material free from derisive names and epithets that would offend minority groups? ____Yes ____No

k. Is the material well written or produced? ____Yes ____No

l. Does the story give a broader understanding of human behavior without stressing differences of class, race, color, sex, education, religion or philosophy in any adverse way? ____Yes ____No

m. Does the material make a significant contribution to the history of literature or ideas? ____Yes ____No

n. Are the illustrations appropriate and in good taste? ____Yes ____No

o. Are the illustrations realistic in relation to the story? ____Yes ____No

3. Reviews

a. Source of review _____

Favorably reviewed ____ Unfavorably reviewed ____

b. Does this title appear in one or more reputable selection aids? ____Yes ____No

If answer is yes, please list titles of selection aids: _____

Additional Comments:

Recommendation by School Media Advisory Committee for treatment of challenged materials:

Signature of Media Advisory Review Committee Date _____

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ALVA SCHOOL DISTRICT
 CHECKLIST FOR SCHOOL MEDIA ADVISORY COMMITTEE'S
 RECONSIDERATION OF MATERIAL

Nonfiction

Title _____

Author _____

1. Purpose

a. What is the overall purpose of the material? _____

b. Is the purpose accomplished? ____Yes ____No

c. What is the reputation and significance of the author and publisher/producer in the field? _____

2. Authenticity

a. Is the author competent and qualified in the field? ____Yes ____No

b. What is the reputation and significance of the author and publisher/producer in the field?

c. Is the material up-to-date? ____Yes ____No

d. Are information sources well documented? ____Yes ____No

3. Appropriateness

a. Does the material promote the educational goals and objectives of the curriculum of district schools? ____Yes ____No

b. Is it appropriate to the level of instruction intended? ____Yes ____No

c. Are the illustrations appropriate to the subject and age levels? ____Yes
____No

4. Content

a. Is the content of this material well presented by providing adequate scope, range, depth, and continuity? ____Yes ____No

b. Does the material present information not otherwise available? ____Yes ____No

c. Does this material give a new dimension or direction to its subject?
_____Yes _____No

5. Review

a. Source of review _____

Favorably reviewed _____ Unfavorably reviewed _____

b. Does this title appear in one or more reputable selection aids? _____Yes _____No

If answer is yes, please list title of selection aids: _____

Additional Comments:

Recommended by School Media Advisory Committee for treatment of challenged materials:

Date _____

Signature of Media Advisory Review Committee

Adopted: June 10, 1985

Revised: April 06, 1992 March 02, 2009

Legal Reference:

Cross Reference: