

## **Policies for Selection and Procedures for Handling Challenged Materials in School Media Center**

### Library Materials Selection Policy

#### Goal Statement:

It is the goal of the Jackson Grammar School Library to support and enrich the curriculum of this school by:

- providing appropriate materials for all users.
- instructing K-6 students in the skills of inquiry, research, and information processing, so that those related skills can serve as a foundation for life-long research and learning.
- developing in our users a life-long awareness, appreciation and desire to use all forms of media.
- working cooperatively with the faculty to plan and integrate research into classroom activities.
- subscribing to the tenets of the American Library Association's Bill of Rights and the Freedom to Read statement.
- serving as a stepping stone to community resources.

#### Responsibility for materials selection:

The Jackson School Board is legally responsible for all matters relating to the operation of the school, including the school library. The School Board subscribes to the Library Bill of Rights and the Freedom to Read Statement (American Library Association). Copies of these documents are attached to this policy.

The Board and administration entrust the responsibility for selecting books and materials to the school librarian. The librarian should seek cooperation of staff, parents, and students in selecting materials, with the final decision made by the school librarian.

#### Procedures for the selection of materials:

In selecting materials for purchase, the school librarian evaluates the existing collection and considers recommendations from the following sources:

1. Reputable professional selection aids including lists, book and materials reviews, journals and publications such as "School Library Journal", "Booklist", and "Kirkus".
2. School personnel, students, parents, other media specialists, and community members.
3. Conference, courses, workshops and other kinds of materials review sessions.

Criteria for selection:

Materials considered for purchase are selected because of content and value of each work as a whole. First consideration is given to the needs of the school, based on knowledge of the curriculum and of the existing collection. Materials for the library media center are considered on the basis of:

- a. overall purpose
- b. timeliness
- c. importance of the subject matter
- d. balance of viewpoints
- e. readability and popular appeal
- f. diversity
- g. authoritativeness
- h. reputation of publisher/producer
- i. reputation and significance of author/artist/composer
- j. format and price

Computer and audio-visual software will also be considered on the basis of acceptable technical quality.

Gifts:

The library media center welcomes books and other resources from individuals and organizations with the understanding that the final determination as the ultimate use will be made by the librarian on the basis of the preceding selection criteria. A special book plate will be placed in the front of the material to recognize the donor.

Memorials and bequests:

The librarian will gladly work with any individuals or organizations in the formation of policies using funds from memorials and bequests. A special book plate or the appropriate memorial will be used in acknowledgement.

Weeding:

Out-of-date or no longer useful materials will be withdrawn from the collection.

Adopted by Jackson School Board – May 6, 1982  
Revision Adopted – August 23, 2011

### Procedure for Challenged Materials

Occasional objections to a library selection may be made despite the care taken to select valuable materials for student and teacher use and the qualifications of the persons who selects the materials.

#### **A. The Freedom to Read propositions used in selection are:**

1. It is in the public interest for librarians and publishers to make available the widest diversity of views and expressions, including those which are unorthodox or unpopular with the majority.
2. Librarians, publishers, and booksellers do not endorse every idea or presentation contained in the materials they make available. It would conflict with the public interest for them to establish their own political, moral or aesthetic views as a standard for determining which materials should be published, produced or circulated.
3. It is contrary to the public interest for librarians or publishers to determine the acceptability of a book on the basis of the personal history or political affiliations of the author.
4. There is no place in our society for efforts to coerce the taste of others, to confine students to the reading matter deemed suitable for children or to inhibit the efforts of writers to achieve artistic expression.
5. It is the responsibility of librarians and publishers to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression.

#### **B. The procedure for handling objections to library materials verbally or in writing is as follows:**

1. The citizen or group may discuss their concerns informally with the librarian and other interested educators.
2. Staff members receiving complaints should notify the principal in writing and include the following details:
  - a. Name and complaint
  - b. Author and title of material in question
  - c. Objectionable content in the material
3. The principal shall send the form entitled "Request for Reconsideration of Library Materials" to the complainant.

4. The complainant returns the completed form to the principal within 10 working days.
5. If necessary or desired by the complainant, the principal notifies the superintendent and sets up the Library Reconsiderations Committee comprised of:
  - a. Professional library/media person assigned to school
  - b. Principal or representative
  - c. Two teachers and one student
6. The Library Materials Reconsideration Committee will:
  - a. Elect a chairperson who receives form
  - b. Read and examine materials
  - c. Check general acceptance of the materials by reading reviews
  - d. Re-examine in light of selection criteria
  - e. Weigh values on the whole and not on passages pulled out of context
  - f. Notify complainant that a meeting may be requested with the Committee for the purpose of expressing the complaint verbally
  - g. Issue a decision report within one month after receiving form
  - h. Authorize the Committee chairperson to forward a copy of the decision report to the Principal, to the Superintendent of Schools and retain two copies in the school
  - i. Principal forwards a copy of the decision report to the complainant
7. Appeal Procedures
  - a. Complainant has the right to appeal the decision of the committee to the Superintendent of Schools.
  - b. The Superintendent will review the complaint and decision rendered by the Committee. If the decision requires further consideration, the Superintendent may schedule interviews with the complainant and the Committee. The Superintendent will reach a decision regarding the complaint and inform the complainant and Committee in writing.
  - c. The Superintendent's decision may be appealed to the School Board which will review all relevant information and issue its decision in writing.

Jackson School District

Request for Reconsideration of Library Material

Request initiated by\_\_\_\_\_

Telephone\_\_\_\_\_ Address\_\_\_\_\_

Complainant Represents:

\_\_\_\_\_Self \_\_\_\_\_Organization or Group (name)\_\_\_\_\_

Relationship to student and/or school\_\_\_\_\_

Title of material to be reconsidered\_\_\_\_\_

Type of material (book, video, etc)\_\_\_\_\_

Author, if available\_\_\_\_\_

Publisher, if available\_\_\_\_\_ Copyright date\_\_\_\_\_

To what in the material do you object? Please be specific, cite words, pages, or nature of content.\_\_\_\_\_

Why do you object to this material?\_\_\_\_\_

For what age group would you recommend this material?\_\_\_\_\_

Is there anything good about this material?\_\_\_\_\_

Did you read, view, or listen to the entire material? \_\_\_\_\_

If no, what parts? \_\_\_\_\_

Are you aware of the reviews written about this material? \_\_\_\_\_

What would you like to see the school do about this material?

\_\_\_\_\_ Do not lend it to my child

\_\_\_\_\_ Withdraw it from all students

\_\_\_\_\_ Other \_\_\_\_\_

In its place, what material would you recommend, or what material do you believe should be added to the collection to counter-balance the viewpoints in this book?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you think this material meets the Media Center criteria for selection used by the Jackson School District? \_\_\_\_\_

\_\_\_\_\_

You are also entitled to meet with the Library Materials Reconsideration Committee in order to orally present your concerns.

Date \_\_\_\_\_

Signature of Complainant \_\_\_\_\_