

SERIES 300 – INSTRUCTION

Instructional Resources and Services - 360

Selection of School Library Materials (362.1)

I. Introduction

Philosophy of the Library Media Center

We are living in an information age. A primary objective of education is to learn how to identify, locate, organize, and present needed information in a clear, concise, and persuasive manner. As technologies change, students need to develop skills to manage complex information formats. The school library program, as an integral part of the total curriculum, is the vehicle that provides opportunities for each student to achieve these skills and to foster a lifelong interest in both reading and knowledge. Each student, therefore, should have access to an effective, integrated school library program that reflects the curriculum and the needs of the school community and the world in general.

The Norwalk-Ontario-Wilton School District shall not discriminate in selection and evaluation of instructional and library materials or media on the basis of sex, race, religion, national origin, color, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability or handicap. Discrimination complaints shall be processed in accordance with established procedures.

II. Objectives: School District

- Instructional materials are selected by the school district to implement, enrich, and support the educational program for the students. Materials must serve both the breadth of the curriculum and the needs and interests of the individual students. The district is obligated to provide for a wide range of abilities and to respect the diversity of many differing points of view. To this end, principles must be placed above personal opinion and reason above prejudice in the selection of materials of the highest quality and appropriateness.

Media Center

- The object of the library media center is to make available to faculty and students a collection of materials that will enrich and support the curriculum and meet the needs of the students and faculty served
- The objective of our selection procedures is to provide students with a wide range of educational materials on all levels of difficulty and in a variety of formats, with diversity of appeal, allowing for the presentation of many different points of view.

III. Circulation policy

A. Circulation

Elementary Schools

1. All student materials except those on reserve and in the reference collection may be checked out for two weeks.
2. Audiovisual materials and equipment are used only in the LMC by the students.
3. Reference materials do not circulate except by arrangement with the library media director.
4. Faculty loans are made for as long as the material is needed.
5. Professional and family resource material may not circulate to students unless parent permission is given in written form.

Middle School / High School

1. All books except those on reserve and in the reference collection may be checked out for three weeks
2. Reference and reserve materials are checked out for one hour or overnight.
3. Back issues of magazines and vertical file materials are checked out for one week
4. Audiovisual materials and equipment are used in the LMC unless a teacher gives permission for the student to check them out.
5. Materials may be checked out when all overdue materials have been returned.

B. Renewals

1. A student can renew any books as many times as desired unless someone else has specifically requested the item or it is a generally popular item. The renewal is at the discretion of the library staff.
2. The item must be brought into the library media center to be renewed.

C. Reserves

Any student or faculty can put a reserve on a book that is currently out. A reserve list is maintained on the computer. When a reserved book comes in, the next person requesting it is notified and given a week to come to the LMC and check it out.

D. Overdues

Elementary Schools

1. Overdue notices will be sent regularly. Those students having overdue materials will be limited from checking out any materials until the overdues are returned.
2. No fines will be charged for overdues at the elementary level.
3. Fines will be charged for any overdue books checked out by 7-12 students.
4. Any overdue book not turned in at the end of the school year will be transferred over as a fine for the remainder of that students school career.

Middle School / High School

1. Overdue notices will be sent regularly. Those students having overdue materials will be limited in from checking out any materials until the overdues are returned.
2. Overdue reference and reserve materials are \$.25 per day.
5. Books are \$.05 a day.

IV. Responsibility for selection

The Board of Education is legally responsible for all matters relating to the School District of NOW.

Responsibilities for actual selection of the school library materials shall rest with the certified school librarians and other professionally trained personnel. Selection of materials may also involve many other people, including principals, teachers, students, administrators, and community persons.

V. CRITERIA FOR SELECTION

- **Appropriate for recommended levels**

Library media materials should be accessible to students of varied abilities, and meet informational and interest needs of all students.

- **Pertinent to the curriculum and the objectives of the instructional program**

Library media should be selected on the basis of assessed curricular needs. Materials should reflect the identified learning outcomes of the instructional program.

- **Accurate in terms of content**

Library media materials should present facts in an objective manner. Authority of the author, organization, and publisher/producer should be a

consideration in selection. Materials should contain facts which are presented in a manner appropriate to the level of the students.

- **Reflective of the pluralistic nature of a global society**

Library media materials should provide a global perspective and promote diversity as a positive attribute of our society. It is important to include materials by authors and illustrators of all cultures.

- **Free of bias and stereotype**

Materials should reflect the basic humanity of all people and be free of stereotypes, caricatures, distorted dialect, sexual bias, and other offensive characteristics. Library materials concerning religious, social, and political content should inform rather than indoctrinate.

- **Representative of differing viewpoints on controversial subjects**

Students have the right to information on both sides of a controversial issue. By having access to a variety of resources students will have the knowledge base to develop critical thinking and problem solving skills. The school library media center provides free and equitable access to all information.

- **Appropriate format to effectively teach the curriculum**

Library media materials should be available in variety of formats, e.g., print, non-print, electronic multimedia, including other languages to meet the needs and learning styles of a diverse student population.

- **Recent copyright date as appropriate to the subject**

Library media materials should be assessed for currency of the information as it relates to the content and purpose of the item.

- **Cost effective in terms of use**

Library media materials should be evaluated for cost effectiveness in terms of accessibility, projected used, and durability.

- **Appropriate for students with special needs**

Library media materials should be provided to meet curricular needs and the individual needs, interests, and learning styles of all students at all levels.

VI. CRITERIA FOR GIFTS AND UNSOLICITED MATERIALS

Gifts and unsolicited materials must meet the following general selection criteria in order to be accepted and become 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. 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.
5. Physical format and appearance of gifts and unsolicited materials must be suitable for their intended use.

VII. PROCEDURES

Curriculum and Collection Development

The major emphasis of collection development should be to provide materials which meet curricular needs. The library media specialist needs to be familiar with changes and additions to the curriculum and how they effect collection development.

Teacher Recommendations

Communication with teachers to assess curriculum needs and recommendations for purchase is an important part of the selection process. Since the library media collection is an integral part of the instructional and learning process, the strength and value of the collection are ensured when teachers are actively involved in the selection process. A sample form is included at the end of this document.

Student and Parent Recommendations

Suggestions from students and parents are also an important part of the selection process. As students seek information for curricular purposes or use the library media center for personal interests, students and parents are encouraged to make recommendations of specific resources or subject areas where information is needed. A sample form is included at the end of this document.

Professional Review Journals

The following professional review journals are just a few of the recommended selection tools:

- Booklist
- School Library Journal
- School Library Media Activities Monthly

Professional visits to other school libraries, public libraries, attending conferences, and going to regional meetings are important functions in assisting in selection development.

Weeding

Weeding is a necessary part of maintaining a vital and usable library collection.

Weeding should be a continuous, year-round process involving the use of collection development tools. In addition, each item that passes across the desk or is shelved should be examined to see if it needs to be discarded, mended, rebound, or replaced.

The library media specialist is responsible for weeding the collection. Subject area teachers, however, should be consulted when questions arise concerning the use and/or suitability of library materials. The final decision to discard or retain must be that of the library media specialist.

Specific considerations for weeding include:

1. Books of poor content
 - Outdated information
 - Trivial subject matter
 - Mediocre style
 - Unused sets of books
 - Repetitious series
 - Books containing stereotyped concepts of women, minority groups, people of other countries
2. Books of poor appearance
 - Worn-out books
 - Poorly bound or poorly printed edition
 - Antiquated appearance
3. Books no longer used
 - Items that have not circulated for long periods of time and are not needed for reference
 - Duplicated copies no longer needed

All weeded materials will be discarded as per existing Board of Education policy.

PROCEDURE FOR HANDLING COMPLAINTS

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. When a complaint is voiced concerning the LMC resource materials, the party will be asked to fill out a *request for reconsideration of learning materials* (sample included at the end) and will be informed of the selection procedure. No commitments should be made.
2. After a formal complaint is presented, the library media specialist will inform the building principal. The building principal will inform the

superintendent of schools and the district media complaint will inform the others involved.

3. Upon receipt of the completed form, a review committee consisting of the district media director, library media specialist, the building principal, a community member, and the instructor(s) using the material or a representative of the faculty of the building will be established by the building principal.
4. The members of the review committee will, within 20 working days, take the following steps.
 - A. Read, review, or listen to the material in its entirety.
 - B. Check general acceptance of the materials by reading reviews and consulting recommended lists.
 - C. Make a recommendation to the superintendent.
6. With the information and recommendation from the review committee, the superintendent will attempt to resolve the complaint with the complainant. If the matter cannot be resolved at this level the complainant has the option to submit the complaint to the Board of Education of the NOW Area School District.

Adopted: 6/12/06

Legal Reference: Sections 118.13, 120.13(5), 121.02(1)(h) Wisconsin Statutes
PI 8.01(2)(h), PI 9.03 Wisconsin Administrative Code