

## **SCHOOL LIBRARY MEDIA CENTERS**

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It is the policy of the Kane County School District to have school library media centers that strive to meet Utah State Board of Education guidelines.

### **LIBRARY MATERIALS SELECTION**

Library media materials for the schools in Kane County School District are selected to support the curriculum of the school and the extended learning and recreational needs of the students. Print and non-print materials fill identified curriculum needs in the library media collection and foster reading skills and literature appreciation.

Selection of materials for each media center is a cooperative process. Teachers, students and community members are encouraged to suggest materials for purchase, but the final selection is the responsibility of the library media teacher under the supervision of the principal.

Each school library media center should have a selection policy developed to meet the needs of the school. A collection development plan provides direction for this selection.

In accordance with the School Library Bill of Rights, the media center shall endeavor to:

“Provide materials that will support the curriculum, taking into consideration the individual’s needs and the varied interests, abilities, socioeconomic backgrounds, and maturity levels of the students served.

Provide materials for teachers and students that will encourage growth in knowledge and that will develop literary, cultural and aesthetic appreciation and ethical standards.

Provide materials which reflect the ideas and beliefs of religious, social, political, historical and ethnic groups and their contribution to the American and world heritage and culture, thereby enabling students to develop an intellectual integrity in forming judgments.”

Prevailing community standards shall be considered in the selection of library media materials. Criteria for selection include relevance, accuracy, literary quality and readability level. Reliable, authoritative selection aids, approved bibliographies, current evaluation of media in professional publications, book and examination of materials shall be used in the selection process.

Selection is an ongoing process which shall include the removal of materials no longer appropriate and the replacement of lost and worn materials still of educational value.

School libraries in Kane County School District welcome gift materials. These materials shall be subject to the same criteria as those obtained through the regular selection process. Materials not chosen for inclusion in the libraries will be donated to other school or public/charitable entities.

### **WEEDING**

An ongoing evaluation of the library media collection is essential. Weeding is the process by which materials no longer useful are removed from the media center collection. Weeding should be carried on continuously, being mindful of the objectives of the school and the goal of building a vital, useful collection.

As teachers use materials, they should assume responsibility for notifying the media specialist of materials that should be replaced, repaired or discarded. Teachers should help determine whether

materials are authoritative, readable, worthwhile, outdated, etc. The following guidelines have been developed to aid in the weeding process. The final decision concerning the removal or replacement of material rests with the school librarian.

Types of materials that should be weeded from collection include:

1. Materials in such poor physical condition that students cannot use them or would receive the wrong idea about care of materials by doing so;
2. Material that is outdated or no longer accurate;
3. Materials unsuitable for users, such materials may result from unsuitable gifts or mistakes in selection;
4. Materials no longer used, although this must never be the sole governing factor in weeding.

#### **BOOKS**

1. Books with print too fine for reading in comfort;
2. Books superseded by new and revised editions, unless there is need for a greater number of books which still contain useful information on specific subjects.
3. Duplicates of books once popular, but no longer used a great deal.
4. Books that are worn, dirty or shabby should be replaced if still significant.
5. Little used books may need to be carefully considered for research value before discarding.
6. Decisions should be based on relation of the book to other books available on the subject as well as on money available for more satisfactory titles.

#### **AUDIOVISUAL MATERIALS**

Audiovisual materials that are in poor physical condition, outdated or unsuitable for users should be discarded and replacements made wherever appropriate.

#### **EQUIPMENT**

Equipment in poor condition that cannot be satisfactorily repaired for use should be discarded.

#### **MAGAZINES**

Magazines that contain materials of lasting value should be retained intact or examined for pictures or articles that would be appropriate for teacher or student use.

#### **ELECTRONIC INFORMATION**

Through the Internet, libraries provide access to information beyond the confines of their collections. Providing connections to global information and services is not the same as selecting materials. Because of the challenge in determining accuracy, authenticity, or completeness of electronic information, some information may not meet a library's selection policy criteria. It is, therefore, left to each user to determine what is appropriate. Parents and legal guardians should provide guidance to their children.

In the school setting, students will be given assistance in evaluating web sites and search strategies for finding the most appropriate information.

The school libraries in Kane County will follow all guidelines set forth in the District Internet Use Policy (#EFF, Policies and Procedures Manual, Kane County School District.)

#### RECONSIDERATION OF LIBRARY MATERIALS

Prior to or at the beginning of the school year, the principal shall appoint a committee representative of the community, made up of teachers, media specialist, administration, parents and/or citizens to hear any requests for reconsideration of library material.

Persons requesting that a library media item be reconsidered must follow the established District procedures listed below.

1. A request for reconsideration of an item must be presented in writing, using the Request For Reconsideration of Library Materials form. The form must be signed and submitted to the librarian. The librarian shall then hold a conference with the complainant. The principal shall be notified of this meeting and may attend.
2. If the issue is not resolved, the principal shall convene the committee. After reviewing the complaint, the committee will submit a written report and recommendation to the principal. The School Library Bill of Rights shall serve as a guide in controversial issues. Books shall be judged in total, not on objectionable words or phrases.
3. If the decision is not satisfactory to all parties, the principal shall bring the matter to the attention of the Superintendent, with the Board of Education serving as final arbiter.
4. The item in question will remain in use during the reconsideration process. No item is to be removed from school use until a final decision has been made.

## REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

Title \_\_\_\_\_ Book \_\_\_\_\_  
Author \_\_\_\_\_ Film \_\_\_\_\_  
Other \_\_\_\_\_

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

Telephone \_\_\_\_\_ Address \_\_\_\_\_  
City \_\_\_\_\_ Zip Code \_\_\_\_\_

Complainant represents: Himself/herself \_\_\_\_\_  
Organization \_\_\_\_\_  
Other \_\_\_\_\_

1. To what in the book, film, or material do you object? Please be specific.
2. What do you feel might be the result of reading this book, viewing this film or listening to this material?
3. For what age group would you recommend this book, film, or material?
4. Is there anything good about this item?
5. Did you read, view and/or listen to the **entire** book, film or material? \_\_\_\_\_  
What parts?
6. Are you aware of the educational purpose in using this material?
7. Are you aware of the judgment of this book, film or material by literary critics?
8. What do you believe is the theme and purpose of the book, film, or material?
9. Which of the following would you like to do about this material?  
Do not assign or lend it to my child \_\_\_\_  
Withdraw it from all readers or students as well as my child \_\_\_\_  
Send it back to the media selection official/committee for re-evaluation \_\_\_\_
10. In its place, what material of equal literary quality would you recommend that would convey as valuable a picture and perspective of the subject treated?

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

\_\_\_\_\_  
Date