



Book	Procedures Manual
Section	2000 Program
Title	SELECTION AND MAINTENANCE OF LIBRARY MEDIA COLLECTION
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#### 2520A - **SELECTION AND MAINTENANCE OF LIBRARY MEDIA COLLECTION**

The primary function of the School Library Media Center is to support and enrich the school's instructional program; its secondary function is to contribute to the development of informed and responsible citizens.

To this end, school library media centers shall:

- A. provide a comprehensive collection of instructional materials that will support the curriculum and provide for the individual differences of the students;
- B. provide materials for teachers and students that will stimulate growth in knowledge, literary appreciation, aesthetic values, and ethical standards;
- C. provide materials which reflect the ideas and beliefs of the many ethnic, religious, political, and social groups that have contributed to the American and world heritage and culture
- D. provide materials which present opposing sides of controversial issues;
- E. provide age-appropriate materials in multiple genres to encourage students to read for pleasure and information;

#### **Responsibility for Selection of Materials**

The responsibility for selection of materials for the library media center is delegated by the principal to the media specialist(s) at each school, who shall periodically involve supervisors, faculty, students, and/or parents in the selection process.

#### **Criteria for Selection of Materials**

Materials for purchase shall be considered according to the following criteria:

- A. needs of the individual school as determined by the curriculum, the existing collection, and the needs of the students;
- B. importance, originality, and timeliness of subject matter;
- C. accuracy and authority of the content;
- D. quality of writing/production;
- E. reputation and significance of the author/artist/composer/producer.
- F. format; and

G. additional criteria, if any, as defined by the school's Media Advisory Committee.

### **Procedures for Selection of Materials**

It shall be the responsibility of the principal to enforce the following procedures for the selection of materials for the Library Media Center.

- A. The media specialist(s) will be responsible for an ongoing process of collection development that meet the needs of the instructional program of the school as well as the pleasure reading, and information needs of the students, ensuring a balanced and comprehensive collection within budget and curricular parameters.
- B. Reputable, unbiased, professionally prepared selection aids shall be used as guides for identifying materials for possible purchase and inclusion in the collection.
- C. Curriculum materials shall be selected with the input of faculty and curriculum coordinators.
- D. A Media Advisory Committee, comprised of school administrators, faculty members, parents, and or students, shall be appointed at each school to assist the media specialist(s), as necessary, in defining the needs of the school and the students, establishing goals and priorities, and evaluating gift and challenged materials.

### **Gifts**

Gift materials shall be evaluated by the media specialist(s) with the assistance of the Media Advisory Committee, and accepted or rejected based criteria for selection of materials.

### **Criteria for Weeding of Materials**

Materials that are no longer useful shall be withdrawn from the collection as soon as they are identified. It shall be the responsibility of the media specialist(s) to base weeding decisions on the following criteria:

- A. condition of material (worn and damaged)
- B. duplication of seldom-used materials
- C. obsolescence and/or inaccuracy of information
- D. inappropriate content based on age interest level
- E. lack of circulation
- F. supersession of serial materials

Weeded materials shall be discarded by the media specialist.

### **Challenged Materials**

When an individual or group has reason to object to the inclusion of specific materials in a library media collection, the following procedures shall be utilized to resolve the conflict in opinions:

#### **A. Step 1**

The complainant shall bring the objection, in writing, to the school's Principal or Media Specialist(s), who shall make every effort to resolve the conflict within the guidelines for treatment of controversial subjects provided below:

1. Religion: Factual unbiased material which represents all major religions shall be included in the collection.
2. Ideologies: Factual information on any ideology or philosophy which exerts a strong force in society shall be included in the collection.
3. Sex Education: Factual information appropriate for the age group and related to the District's sex education curriculum shall be included in the collection.
4. Sex: Pornographic, sensational, or over-dramatic materials shall not be included in the collection; however, the fact of sexual incidents appearing in the materials does not automatically disqualify them for inclusion in the collection.

Rather, the decision shall be made on the basis of the literary merit of the materials and their appropriateness for the age range of the students.

5. Profanity: Materials using profanity in a lewd or detrimental manner shall not be included in the collection; however, the fact that profanity appears in material does not automatically disqualify a selection since, again, its literary merit shall be considered as well as its appropriateness for the age range of the students.

- B. Step 2: The Media Specialist(s) and Principal will review the book and based on the guidelines and professional judgment, may choose to remove the book from the collection, or refer the objection to the school's Media Advisory Committee.

If the objection moves to the next level:

- C. Step 3: The complainant will be required to read the book or material in its entirety, complete the Objection to Instructional and/or Media Materials form located on the District's website and return it to the School Principal.
- D. Step 4: The School's Media Advisory Committee shall convene. Members will read the work in its entirety and meet to discuss and recommend handling of the situation. Until a decision is reached, the book will remain on the shelf as per the professional guidelines of the American Library Association.
- E. Step 5: If the issue remains unresolved, the complainant will submit the Objection to Instructional and/or Media Materials form to the Superintendent's designee.
- F. Step 6: The Superintendent, or the Superintendent's designee within the Department of Curriculum and Instruction, with the aid of appropriate staff members, including certified media specialists, shall hear the objections to the material and shall determine its status pertaining to inclusion in a library media collection. If resolution is not attained, the complaint shall be referred to the Superintendent for disposition.
- G. Step 7: The Superintendent shall convene a committee within thirty (30) days. The committee shall consist of members selected from the Superintendent's Advisory Committee, teachers, certified media specialists, and administrators who shall determine the suitability of the material for inclusion in a school library media collection and report the committee finding as a recommendation to the Superintendent. The Superintendent shall review the report and make a recommendation to the School Board. The decision of the Board shall be final.

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