

LIBRARY MATERIALS SELECTION POLICY

I. Introduction

The primary objective of the school's library is to implement, enrich, and support the educational program of the school. It is the duty of the library to provide a wide range of materials on all levels of difficulty, with diversity of appeal, and presentation of different points of view.

It is the Instructional Media Center's desire to enrich the curriculum in all areas, to develop an appreciation of good literature and to provide for personal interests and recreational readings of students.

It is the policy of the Grantsburg School District and the IMC that no person, on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability be denied access to or denied the benefits of its services or other programs in the school.

II. Selection of Instructional Materials

Objectives of Selection

In order to assure that the school media program is an integral part of the educational program of the school, the following selection objectives are adopted:

1. To provide materials that will enrich and support the curriculum and personal needs of the users, taking into consideration their varied interests, abilities, and learning styles.
2. To provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values and ethical standards.
3. To provide a background of information which will enable pupils to make intelligent judgments in their daily lives.
4. To provide materials on opposing sides of controversial issues so that users may develop the practice of critical analysis.
5. To provide materials which realistically represent our pluralistic society and reflect the contributions made by these groups and individuals to our American Heritage.
6. To place principle above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to assure a comprehensive media collection appropriate for the user.

Responsibility for Selection:

The primary responsibility for the selection of all library materials is delegated to the certified library media personnel. Staff members, principals, administrators, parents, the public, and students may suggest and recommend materials to be considered for purchase. The responsibility again rests with the certified library media personnel. They will consider all recommendations within the framework of the Selection Policy. Instructional staff may use this Selection Policy in choosing textbooks for the various contest areas.

Criteria for Selection:

Educational goals of the local school district, individual student learning modes, teaching style, curricula resources are listed.

1. Overall purpose
2. Timelines or permanence
3. Importance of the subject matter
4. Quality of the writing, production, or bias of the author
5. Total value, impact and intent of the author/artist/publisher
6. Readability and popular appeal
7. Authoritativeness
8. Reputation of the publisher/producer
9. Format and price

Procedure for Selection:

In selecting materials for school media programs, the certified library media personnel will evaluate the existing collection, assess curricula needs, and consult reputable professionally prepared selection aids.

Recommendations will also be solicited from faculty and students. Gift material will be judged by the criteria listed in the preceding section and will be accepted or rejected on the basis of those criteria. It is also understood that competent selection is an ongoing process which includes the removal of materials no longer appropriate and the replacement of lost, worn, or outdated materials still of educational value.

It is also essential that a standard of equity be an intricate part of the selection process. Library/Media personnel will periodically review their collection to insure unbiased materials. (This is to be done each school year). Library/Media staff are continually updating skills in selection of unbiased materials through workshops and classes.

III. Reconsiderations of Materials

Occasional objection of instructional materials will be made. The school board supports the

principles of intellectual freedom inherent in the First Amendment of the Constitution of the United States and expressed in the Library Bill of Rights (Appendix A) and the Freedom to Read Statement (Appendix B). *In the event that materials are questioned, the principles of intellectual freedom and the right to access materials must be considered in accordance with local community standards.*

If a complaint is made, the following procedures will be followed:

1. Inform the complainant of the selection procedures and make no commitments.
2. Request the citizen to submit a formal request for reconsideration of Instructional Materials (Appendix C).
3. Inform the building principal and the superintendent.
4. Keep challenged materials on the shelves during the reconsideration process unless removed by the certified library media personnel or the superintendent.
5. Upon receipt of the completed form and the challenged material, the principal will request review of the challenged material by the standing materials review committee as soon as practicable. The principal will 6. notify the superintendent that such a review is being done. The review committee should consist of district librarians, principal, a school board member and a teacher in the subject questioned.
6. The review committee takes the following steps after receiving the challenged materials:
 - a. Reads, views, or listens to the material in its entirety.
 - b. Checks general acceptance of the material by reading professional reviews and consulting recommended lists.
 - c. Determines the extent to which the material supports the curriculum.
 - d. Completes the appropriate checklist for reconsideration (see Appendix D and E).
 - e. Presents a written recommendation of review committee to the superintendent for consideration by the school board.
 - f. Retains or withdraws challenged materials as mandated by the decision of the school board.

LIBRARY BILL OF RIGHTS

APPENDIX A

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

1. Books and other library resources should be provided for the interest information and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948

Amended February 2, 1961, June 27, 1967, and January 23, 1980, by the ALA Council

The Grantsburg School District endorses the "Freedom to Read" statement by the American Library Association. It must, however, be strongly emphasized that selection of materials belongs with qualified library/media professionals who will assess individual requests, but ultimately have the

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final decision on the appropriateness of the materials for inclusion into the school's collection.

FREEDOM TO READ STATEMENT

APPENDIX B

1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those which are unorthodox or unpopular with the majority.
2. Publishers, librarians and booksellers do not need to endorse every idea or presentation contained in the books they make available. It would conflict with public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what books should be published or circulated.
3. It is contrary to the public interest for publishers or librarians 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 adults to reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expressions.
5. It is not in the public interest to force a reader to accept with any book the prejudgment of a label characterizing the book or author as subversive or dangerous.
6. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large.
7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, bookman can demonstrate that the answer to a bad idea is a good one.

American Library Association

APPENDIX C

GRANTSBURG SCHOOL DISTRICT

REQUEST FOR RECONSIDERATION OF INSTRUCTIONAL MATERIALS

Please check type of materials:

Book
 Periodical
 Pamphlet

Film
 Filmstrip
 Cassette

Record
 Kit
 Other

Title: _____

Author: _____

Publisher or Producer: _____

Request initiated by: _____

Telephone: _____ Address: _____

The following questions are to be answered after the complainant has read, viewed, or listened to the school library material in its entirety. If sufficient space is not provided, attach additional sheets.

(Please be specific, cite pages, frames)

1. To what in the material do you object? (Be specific, cite pages, etc)

2. What do you believe is the theme or purpose of this material?

3. What do you feel might be the result of a student using this material?

4. For what age group would you recommend this material?

5. Is there anything good in this material? Please comment.

6. In its place, what material of equal quality would you recommend?

Signature

Date

PLEASE RETURN TO:

Principal of School with problem book OR materials

APPENDIX D

Checklist for School Media Advisory Committee's Reconsideration of
Instructional Material
NON-FICTION

Title: _____

Author: _____

Purpose:

1. What is the overall purpose of the material?
2. Is the purpose accomplished? Yes No

Authenticity

1. Is the author competent and qualified in the field? Yes No
2. What is the reputation and significance of the author and publisher/producer in the field?
3. Is the material up-to-date? Yes No
4. Are information sources well documented? Yes No
5. Are translations and retellings faithful to the original Yes No

Appropriateness

1. Does the material promote the educational goals and objectives of the curriculum of District Schools? Yes No
2. Is it appropriate to the level of instruction intended? Yes No
3. Are the illustrations appropriate to the subject and age levels? Yes No

Content

1. Is the content of this material well presented by providing adequate scope, range, depth and continuity? Yes No
2. Does this material present information not otherwise available? Yes No
3. Does this material give a new dimension or direction to its subject? Yes No

Reviews

1. Source of review _____ — _____

Favorably reviewed _____ Unfavorably reviewed _____

2. Does this title appear in one or more reputable selection aids? Yes No

If yes, please list titles of selection aids

ADDITIONAL COMMENTS:

RECOMMENDATION BY SCHOOL MEDIA ADVISORY COMMITTEE FOR TREATMENT OF CHALLENGED MATERIALS:

DATE:

Signatures of Media Advisory Review Committee:

APPENDIX E

Checklist for School Media Advisory Committee's Reconsideration of Instructional Materials.

FICTION AND OTHER LITERARY FORMS

Title: _____

Author: _____

A) Purpose

- 1) What is the purpose, theme or message of the material? How well does the author/producer/composer accomplish this purpose?
- 2) 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. If both are marked no, for what age group would you recommend?
- 3) Will the reading and/or viewing and/or listening to material result in more compassionate understanding of human beings? - Yes - No
- 4) Does it offer an opportunity to better understand and appreciate the aspirations, achievements and problems of various minority groups? Yes No
- 5) Are any questionable elements of the story an integral part of a worthwhile theme or message? --Yes --No

B) Content

- 1) Is the story true to life? Does it give a realistic picture of life at the time? .Yes .No
- 2) Does it have vitality and consistency in character depiction? Valid psychology? Insight into human nature? --Yes --No
- 3) Is the plot original? Is the style clear and polished? --Yes --No
- 4) Is traumatic interest sustained? Does it stimulate? Provoke thought? Satisfy? Inspire? Amuse? -- Yes -No
- 5) When factual information is part of the story, is it presented accurately? _Yes .No
- 6) Are concepts presented appropriate to the ability and maturity of the potential readers? --Yes -- No
- 7) If there is offensive language, is it appropriate to the purpose of the text? .Yes No

- 8) Are the illustrations appropriate, in good taste and realistic in relation to the story? Yes -- No
- 9) Does the material make a significant contribution to the history of literature or ideas? Is it likely to endure as a permanent contribution to literature? --Yes No
- 10) What are the author's qualifications, education, experience? Has he/she used reliable source material? --Yes No

ADDITIONAL COMMENTS _

RECOMMENDATION BY SCHOOL

DATE:

Signatures of Media Advisory Review Committee: