

Model Policy for Library/Media Center Materials Selection and Reconsideration Process

Purpose.

To establish the local board's direction for selection and use of library/media center materials and the basic structure of handling reconsideration of library/media center materials.

Role of the School Library/Media Center Professionals.

The function of the school library/media center is to support and enrich the instructional program and recreational reading needs of the school and must provide a broad range of materials.

The local board has the legal responsibility for the purchase of all instructional materials as local, not state, funds are utilized for these purchases. The selection and ordering of library books, audiovisuals, electronic resources, and other materials for the library/media centers are the responsibility of the school librarian in accordance with this adopted policy.

The state-certified and professionally trained school librarian will identify, order and organize materials that will implement, enrich and support the educational program of the school district. Principals, teachers, supervisors, students, and members of the community may give suggestions and recommendations.

Materials Selection Criteria.

Materials should be consistent with the district's general educational goals and the educational goals and objectives of each individual school. Consideration should be given for purchase based on the work as a whole and on the basis of the following:

1. educational significance;
2. appropriateness for students in each school, such as grade and age level;
3. needs of the school and value to the collection;
4. reputation and significance of author and producer;
5. clarity, adequacy, and scope of text;
6. validity, accuracy, objectivity, currency, and appropriateness of text;
7. organization and presentation of contents;
8. high degree of readability and/or comprehensibility;
9. high artistic quality and/or literary style; and
10. value commensurate with cost.

The school librarian shall use their professional training and expertise to evaluate the existing collection and consult reputable, unbiased, professionally prepared selection aides¹ when selecting materials for the library/media centers.

Procedures for Reconsideration of Library/Media Center Materials.

¹ SCASL Position Statement on Book Review Sources

https://drive.google.com/file/d/1siPR2oD7HaUC2BDVX5nbr5C-LuXtRlq5/view?usp=share_link

Any individual residing within the attendance area of the school district or who has a child who attends a school in the school district may request reconsideration of any material used in the school library/media center within the district in which the complainant has read in full. A student who objects to any material located in the library/media center should be provided alternatives. If the complaint cannot be resolved satisfactorily during an informal conference with the principal and school librarian or teacher concerned, then the following procedure will be used:

A materials reconsideration request shall be filed by completing and returning to the principal a form entitled "Reconsideration of Library/Media Center Materials Form". The complainant must attest that they have read in full the material that is being challenged (in the case of a book, this means the entirety of the book). A complainant can only challenge one item at a time. This form shall be attached to this policy, posted prominently on the district website, and available upon request at schools.

To evaluate the material under reconsideration, the Superintendent shall appoint a review committee composed of an odd number of individuals. Depending on the membership size of the district, there may be a school-level and/or district-level committee established. An example of the composition for the committee(s) is the following:

1. The district supervisor of library media services (if applicable);
2. At least one school library media specialist within the district/school;
3. At least one teacher within the district/school;
4. At least one parent representing a school family other than complainant;
5. At least one principal within the district/school; and
6. At least one member of a School Improvement Council within the district/school.

Members of the committee shall read the materials referred to them in its entirety. Pending review by the committee, the books or materials under reconsideration shall remain in circulation.

The committee shall complete its review and issue a report within fifteen (15) business days after receipt of the complaint. A copy in writing shall be sent to the complainant and to the district Superintendent.

Should a committee recommend the removal of a book, the final report must demonstrate that the decision was based on educational suitability, not to deny students access to ideas that committee members find objectionable; such an intention would violate the Constitutional rights of students. An announcement of the removal will be made to the school community and stakeholders. If the materials are recommended for retention, the district must ensure that all copies continue to remain in circulation.

The local board shall be responsible for determining an appeals process. Such process shall not extend longer than 15 business days, effective from the date the appeal is requested. If the appeal results in the removal of a book, an announcement will be made to the school community and stakeholders.

A book or reading material cannot be reviewed for reconsideration again until the expiration of five years from the original challenge date.

Local board policies shall list all relevant policies connected to library/media centers to this policy.

Request for Reconsideration of Instructional Materials

Directions: This form is to be completed by the complainant. Please complete this form and return it to the principal at least 3 school days prior to your scheduled conference. Challenges of instructional material will neither be deemed complete nor be considered by committee until all appropriate information has been furnished.

(Add additional pages as necessary to complete this form.)

Name of Parent or Guardian:

Home Address:

Phone:

Student's Name:

Grade Level:

School:

Teacher:

Title of work:

Author, composer, producer, or artist:

Publisher:

Type of Material: ___ library book ___ software ___ textbook ___ magazine ___ film/video
___ other, please specify:

1. In this work, to what do you object? Please be specific and cite exact examples.

2. Do you find any value in this work? If so, please explain in specifics.

3. If you did find value in this work, for what age group would you recommend it?
 Grades K-2 Grades 3—5 Grade 6—8 Grades 9—12
 Other
4. If you responded "other" to question 3, please describe the age group for which you would recommend this work:
5. What do you believe is the theme or purpose of this work?
6. What do you feel would be the impact on our students from reading, viewing, or listening to this work?
7. Did you read, view, or listen to the entire work? Yes No
8. If you responded "no" to question 7, what particular pages or section did you read, view, or listen to? Please be specific:
9. If the material was used as part of a classroom activity or assignment, are you aware of the teacher's purpose in using it? Yes No
10. If you responded "yes" to question 9, what do you believe is the purpose for using the material?
11. Have you read any of the published professional reviews of this work?
 Yes No
12. Are you aware of the selection process for including materials in the collection for the school library media center? Yes No

13. What would you prefer the school do about this work?

Do not assign or recommend this work to my child.

Teachers should not assign or recommend this work to students, but the work should be kept as part of the library media center resource collection

Restrict the accessibility of this work so that students must have parental permission before reading, viewing or listening to this work.

Remove this work from the school library media center resource collection.

Signature of complainant:

Date:

Rationale for Use Instructional and Library Material

Directions: This form is to be completed by the teacher/librarian/counselor. Please complete this form and return it to the principal at least 3 school days prior to the scheduled conference (Add additional pages as necessary to complete this form.)

Name of Educator:

Grade Level:

School:

School Phone Number:

Subject/Program Area:

Title of work:

Author, composer, producer, or artist:

Copyright Date:

Type of Material: library book software textbook magazine film/video
 other, please specify:

District Adopted Curriculum Materials

Supplementary Materials

1. Is the material being used as part of a classroom activity or assignment?
 Yes No
2. If you answered "Yes" to question 1, briefly describe the activity or assignment.
3. State the instructional objective and rationale for the use of the questioned material.

4. Did you read, view, or listen to the entire work before using it in your classroom or including it in your library collection? Yes No

5. If you responded "no" to question 4, was the material recommended to you by another professional or a published review? Yes No

Signature of Teacher:

Date: