

SELECTION OF LIBRARY MEDIA MATERIALS

General Philosophy

The principal functions of the Fairview Park City Schools' Library Media Centers are to provide students and faculty with the materials necessary to support and expand the curriculum, to provide students with recreational materials, and to provide an area for independent growth and study. Students in the Library Media Center are encouraged to work independently, in groups, or in classes, since the Library Media Center should be considered the "hub" or center of the school on which the rest of the curriculum revolves. In the collections may be found a variety of formats, since not every student learns best in the same way. Therefore, the Library Media Center shall contain, but not be limited to, books, pamphlets, maps, pictorial materials, clippings, recordings, transparencies, filmstrips, films, sound and video tapes, globes, realia, etc. These shall be known as instructional materials.

Philosophy of Selection

The responsibility for the selection of materials and their corresponding hardware rests with the library media specialist. Selection involves not only ordering new materials, but constantly re-evaluating the total collection and any gifts received for relevance and usefulness. Regular weeding of the collection is an important element of selection. It is a professional task that demands a thorough knowledge of the schools' curriculum and the community the school serves. Selection should involve the entire faculty in the choice of recreational materials. It must also rely upon the professional tools available to the media specialist and his/her professional judgment.

Selection shall be defined as the process by which the professional personnel choose the instructional materials using the criteria and procedures listed in the following sections.

School Library Bill of Rights

All materials selected shall support state objectives of school library service and be consistent with the media selection policy and Library Bill of Rights as printed below:

- A. To provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities, and maturity levels of the pupils served.
- B. To provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards.
- C. To provide a background of information which will enable pupils to make intelligent judgments in their daily life.
- D. To provide materials on opposing sides of controversial issues so that young citizens may develop, under guidance, the practice of critical reading and thinking.

- E. To provide materials representative of the many religions, ethnic, and cultural groups and their contributions to our American heritage.
- F. 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 collection appropriate for the users of the library.

Responsibility for Selection of Materials

The Fairview Park City Board of Education is legally responsible for all matters relating to the operation of the schools. However, the Board delegates the responsibility for the selection of instructional materials to the professionally trained personnel employed by the district.

Selection of materials involves the entire professional staff of each building. The media specialist, when employed in a specific building, coordinates and facilitates this selection. Where no media specialist exists, the building principal or professional staff member designated by him/her will take on this responsibility. The building media committee will help as directed by the media specialist or principal. The media committee should include the media specialist (if one is a member of the school staff), the principal, and selected professional staff members.

The secondary committee will be chaired by the media specialist. The elementary committees will be chaired by the principals and will include faculty volunteers and the library paraprofessionals.

Criteria for Selection

Needs of the individual school based on knowledge of the curriculum, existing collection, and requests from faculty and students are given first consideration. Materials for purchase are considered on the basis of:

- A. Reading level;
- B. Appeal to students in both content, style, and physical appearance;
- C. Value in the overall balance of the collection;
- D. Accuracy of subject material;
- E. Durability of physical aspects;
- F. Reputation and significance of the author/artist/composer/producer/publisher;
- G. Suitability of format for objectives to be met (i.e. motion need be shown by a film loop or movie);
- H. Professional criticism by reviews or staff members;

- I. Suitability of subject and style for the intended audience;
- J. Relevance to community needs;
- K. Importance as a document of the times, giving a true picture of life and the world;
- L. Objectivity of the source in presentation of controversial questions;
- M. Authority, accuracy, clarity of presentation (authenticity reflecting a valid and reliable viewpoint);
- N. Insight into human or social condition;
- O. Permanent or timely significance based on use, need; and
- P. Importance to the collection and its purposes.

The fact of indiscretions of profanity in a book should not automatically disqualify it. The decision should be made on the basis of whether the book presents life in its true proportion, whether circumstances are realistically dealt with, and whether the book is of literary value. Factual material of an educational nature on the reading level of the students, or for teacher use should be included in the library collection.

Procedures for Selection

In selecting materials for purchase, the media specialist evaluates the existing collection and consults:

- A. Reputable, unbiased, professionally prepared selection aids;
- B. Specialists from all departments and/or grade levels; and
- C. The media committee appointed by the principal to serve in an advisory capacity in the selection of materials.

The professionally prepared selection tools consist of: standard selection tools; recommended reading lists; exchange of materials with neighboring district school libraries; visits to book exhibits and displays; examinations of bookstore book stock; publishers' samples; reading lists from other school systems; texts and courses of study approved for use within the district; and recommendations from teachers, students, and parent-teacher clubs. Other sources must be evaluated with special care according to the statements of philosophy and policy.

Standard selection tools include the following: Bulletin of the Center for Children's Books, School Library Journal, Previews, Booklist, Hornbook, Ohio Reading Circle, and professional journals in specific educational fields, (i.e. Instructor, Grade Teacher, Arithmetic Teacher, etc.)

Gift materials are judged by the same standards as those used for materials to be purchased. The right to refuse gifts is reaffirmed. If accepted, the gift shall require no special conditions and may be disposed of when warranted.

Multiple items of outstanding and much in demand media are purchased as needed.

Worn or missing standard items are replaced periodically.

Out-of-date or no longer useful materials should be weeded from the collection on the basis of the selection criteria stated above. Materials to be considered for weeding include:

- A. Out-of-date history materials;
- B. Outdated science and social science materials;
- C. Fiction in which today's students have no interest; and
- D. Multiple copies of seldom used titles.

Constant re-evaluation is essential to maintain the collection. Disposal of materials shall be as follows:

- A. Media-specialist prepares list.
- B. Media committee reviews materials or list and concurs in judgment.
- C. Prepared list is distributed to faculty for them to take any they wish. Media specialist may choose to clip relevant materials for the vertical file and destroy the remainder of the book.
- D. Offer materials to students, free of charge.
- E. Destroy any unwanted books (i.e. those not taken by teachers or students).

Materials that are beyond repair may also be weeded following the procedure above.

Magazines

Magazine subscriptions are reviewed annually. Periodicals are purchased because of their overall reputation and are not rejected because of an occasional article which may be offensive.

This review should make it possible to remove those periodicals which undergo a radical change of editorial policy not in keeping with the needs of the school.

Challenged Materials

Occasional objections to a selection may be made by the public, despite the care taken to select valuable materials for student and teacher use and the qualifications of persons who select the materials. The principle of freedom to read and of the professional responsibility of the staff must be defended, rather than the materials.

If a complaint is made, the procedures are as follows:

- A. Be courteous, but make no commitments.
- B. Invite the complainant to file his/her objections in writing and give him/her the prepared questionnaire to be returned to the building principal for action by the media committee.
- C. Inform the Superintendent and department chairpersons of the challenge.
- D. The media committee will consist of one Board member, the principal of the building involved, the media specialist involved, and two staff members from the building media committee. The complainant is invited to be a non-voting member of the committee. The procedure, as explained below, is applicable to all individuals, including school personnel and Board members. This committee will:
 1. Read and examine materials referred to it. Additional copies will be secured from neighboring school and public libraries.
 2. Check general acceptance of the material by reading reviews.
 3. Weigh merits of the material as a whole and not on passages pulled out of context. Compare its merits against the negative opinions expressed by the challenger and reviewing sources. Bear in mind local community standards as well as the principles of freedom to learn and read. The decision to keep or remove the material shall be based on the criteria given above.
 4. Meet to discuss the material and prepare a report on it. This report will consist of a review of the material in the context of its use in the Fairview Park City school community.
 5. File a copy of the report in the building and administrative offices and send one copy to the challenger.
 6. There will be a one-month time limit from the assigning of the book to be read to the committee and the announcement of the committee's decision. No action on

the book or material will be taken until a formal complaint (in writing) has been submitted. The material is removed from the shelf and assigned to the committee to review. However, final removal of the material occurs only after the decision of the committee has been made.

7. The complainant can appeal the committee's decision within two weeks to the Superintendent of Schools. After the appeal has been made, the Superintendent is to make a decision on the title. The Superintendent has one month in which to file his decision with the Board of Education and send one copy to the challenger. The Superintendent acts as the court of last resort concerning the challenge of the title.
 8. If the title is to remain in the collection, it may not be challenged again for one calendar year from the date the decision of the committee is filed in the school and administrative offices.
- E. If a complainant wishes to make his/her complaint to the Board of Education, he/she will be informed that his/her complaint must go through the channels explained above. The Board of Education will take no action on any complaint which is not correctly filed.

LEGAL REFS: O.A.C. 3301-35-06

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