

SELECTION OF LIBRARY MEDIA MATERIALS

General Philosophy

The principal functions of the Cuyahoga Falls City School District’s Library Media Centers are to provide students and faculty with the resources 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 around which the rest of the curriculum revolves. A variety of formats may be found in the various collections since not every student learns best in the same way. Therefore, the Library Media Center shall contain, but not be limited to, books, pamphlets, periodicals, electronic resources, maps, pictorial materials, clippings, recordings, transparencies, sound and video recordings, globes, realia, professional resources, 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 reevaluating 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 high level of education as well as a thorough knowledge of the school’s curriculum and the community the school serves. Selection of materials should take into account current curriculum and any suggestions made by staff and students. 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 media specialist acquires 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, be consistent with the media selection policy, The Cuyahoga Falls City School District’s Library Bill of Rights as printed below, and the American Library Association's Library Bill of Rights, which can be found at: <http://www.ala.org/advocacy/intfreedom/librarybill/>.

- 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 authoritative and objective 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 authoritative and objective 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 authoritative and objective materials representative of the many religions, ethnic, and cultural groups and their contributions to our world heritages.
- 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 Cuyahoga Falls City School District 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 media specialists, employed by the District.

Selection of materials involves knowledge of the teaching standards and local curriculum as well as suggestions from the staff and students of each building. The media specialists coordinate and facilitate this selection.

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. Appropriate age, social and developmental levels of patrons;
- B. Educational significance;
- C. Appeal to students in both content, style, and physical appearance;
- D. Expand the overall balance of the collection; i.e. subject areas, objectivity of controversial issues, currency, etc.;
- E. Accuracy of subject material;
- F. Durability of physical aspects;
- G. Authoritativeness, reputation and significance of the author/artist/composer/producer/publisher;

- H. Suitability of format for objectives to be met (i.e. motion need be shown by a film loop or movie);
- I. Professional criticism by reviews or staff members;
- J. Relevance to community needs;
- K. Importance as a document of the times, giving a true picture of life and the world, insight into human social issues;
- L. Objectivity of the source in presentation of controversial questions;
- M. Authority, accuracy, clarity of presentation (authenticity reflecting a valid and reliable viewpoint);
- N. Importance to the collection and its purposes.

The use of profanity in a book should not automatically disqualify it from inclusion in the collection. The decision for inclusion 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 specialists evaluate the existing collection and consults:

- A. Reputable, unbiased, professionally prepared selection aids;
- B. Other media specialists; and
- C. Specialists from other departments and/or grade levels;

The professionally prepared selection tools consist of: standard selection tools; recommended reading lists; exchange of materials with neighboring school district 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, but are not limited to, 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 District may ~~to~~ refuse a gift. 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.

Weeding

Weeding is the act of reevaluating items in the collection and removing any that are inaccurate, out of date, misleading, inappropriate, unused, or in poor condition, . . . (Baumbach and Miller n.p.). It provides the media specialist with insight into the collection identifying resource needs and providing space for new items which support changing curriculum and interests. A well organized, current, attractive collection will increase student engagement and enhance the district's reputation as information providers. It is for these reasons, the District will follow the CREW (Continuous Review Evaluation and Weeding) method, an established and well respected weeding method in the field of library sciences. See <https://www.tsl.texas.gov/sites/default/files/public/tslac/ld/ld/pubs/crew/crew/method12.pdf> for more information.

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

- A. All markings identifying the Cuyahoga Falls City School District as owner are removed.
- B. Mutilated items are discarded/destroyed by custodial staff.
- C. Other items are offered free to staff and students for personal use.
- D. Remaining items are discarded/destroyed by custodial staff.

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 complaint in writing by completing the Request for Reconsideration of Library Materials form to be submitted to the building principal for action by the principal and media specialist.
- C. Inform the Superintendent and appropriate building staff members of the complaint.
- D. The procedure, as explained below, is applicable to all individuals, including school personnel and board members. The superintendent, principal, media specialist, and appropriate building staff members will:
 - 1. Read and examine materials referred to it. Additional copies will be secured from neighboring school and public libraries, if necessary.
 - 2. Check general acceptance of the material by reading reviews, analyzing material for accuracy, objectivity, appropriateness for age and maturity level of students utilizing materials.
 - 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 complainant 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 Cuyahoga Falls City School District.
 - 5. File a copy of the report in the building and administrative offices and send one copy to the complainant.
 - 6. Steps 1-5 must be completed in a one month time frame. No action on the book or material will be taken until a formal complaint (in writing) has been submitted. The material will be removed from the building's media center shelf and held in the media specialist's office until the matter is resolved. However, final removal of the material occurs only after the decision has been made.
 - 7. The complainant can appeal the decision within two weeks to the Superintendent of Schools. After the appeal has been made, the Superintendent is to make a decision regarding whether the material will remain in the collection. The Superintendent has one month in which to file his decision with the Board of Education and send one copy to the complainant. If applicable, the Superintendent shall notify the Board of

Education of the complaint and decision, supplying copies of all documentation for their review.

8. If the material 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 in steps 1-8 prior to submitting a complaint to the Board of Education. The Board of Education will take no action on any complaint which is not correctly filed.

LEG. REFS.: O.A.C. §3301-35-06

Adopted: May 17, 2017

References:

Baumbach, Donna J., and Linda L. Miller. *Less More: A Practical Guide to Weeding School Library Collections*. Chicago: American Library Association, 2006. Print.

“Library Bill of Rights.” Library Bill of Rights. American Library Association, 2015. Web. 27 May 2015. <https://www.ala.org/advocacy/intfreedom/librarybill/>.

Texas State Library & Archive Commission, 2., and Jeanette Larson. “CREW: A Weeding Manual for Modern Libraries.” (n.d.): n. pag. <https://www.tsl.texas.gov/ld/pubs/crew/index.html>. Texas State Library & Archive Commission, 2012. Web. 27 May 2015. <https://www.tsl.texas.gov/sites/default/files/tslac/ld/ld/pubs/crew/crewmethod12.pdf>



CUYAHOGA FALLS CITY SCHOOL DISTRICT

413 Stow Avenue
Cuyahoga Falls, OH 44221

Request for Reconsideration of Library Materials

School: _____

Date: _____

If you have found materials or library resources about which you have objections, please complete this form and submit it to the **building principal** for action by the principal and media specialist.

MATERIAL FOR CONSIDERATION

Author/Producer: _____ **Publisher:** _____

Title: _____

Date/Edition: _____

Type of Material:

Book Magazine/Newspaper Video/DVD/CD Electronic Database Audio/CD

Other: _____

Did you read, view or listen to the entire work or a portion of the work? All Part

Please describe your objection to the material: _____

What specific pages/sections illustrate your objection: _____

CONTACT INFORMATION

Your Name: _____

Address: _____

City: _____ **Zip:** _____

Telephone: _____