

# All Saints Catholic School

## Library Media Center

### Material Selection Policy

It is the policy of All Saints Catholic School to provide a broad range of educational materials to enrich and support the curriculum and to meet the needs of the individual students and teachers. The professional staff should provide students with a wide range of materials of diverse appeal. Materials should be available in a variety of formats and represent varying levels of difficulty and varying points of view. In selecting materials, principles outweigh personal opinion. Materials are considered for their quality and appropriateness.

#### RESPONSIBILITY

1. Responsibility for the selection of all library materials is delegated to the professional library staff through the building principal. The selection process involves open opportunity for consultation with administrators, faculty, supervisors, and students. Selection is based upon evaluation
  - a. by the professional library staff
  - b. in professional library tools and other review media
  - c. by other responsible professionals
2. In selecting materials library staff, administrators, and faculty are guided by the principles incorporated in the School Library Bill of Rights, the Freedom to Read Statement, standards adopted by the American Association of School Librarians, and the School Library Standards of the Florida State Department of Education.

3. The collection will be developed systematically, ensuring a well-balanced coverage of subjects, opinions, and formats and a wide range of materials on various levels of difficulty supporting the diverse interests, needs, and viewpoints of the school community.

#### CRITERIA

1. Materials should support and be consistent with the school's general educational goals and objectives.
2. Materials should be selected to enrich and support both the curriculum and the personal needs of our students and faculty, taking into consideration diverse interests, abilities, socioeconomic backgrounds, maturity levels, and students' extracurricular interests. Materials selected should encourage an appreciation for both informational and recreational reading, viewing, or listening.
3. Care will be taken to select materials meeting standards of high quality in
  - a. presentation
  - b. physical format
  - c. educational significance
  - d. readability
  - e. authenticity/accuracy
  - f. artistic quality or literary style
  - g. factual content
  - h. treatment that is clear, comprehensible, skillful, convincing, well-organized, and unbiased

- i. special features, such as useful illustrations, photographs, maps, charts, graphs, etc.
- j. technical production/construction that is well-crafted, durable, manageable, and attractive
- 4. Materials should be considered relating to their overall purpose and their direct relationship to instructional objectives and/or the curriculum. Selected materials should support needs in the content areas and be appropriate to the variety of ages, developmental stages, ability levels, and learning styles represented by the particular facility for which they are chosen.
- 5. Materials should be selected representing opposing points of view on controversial issues, encouraging individual analysis.
- 6. The literary style of a work should be appropriate and effective for the subject matter and its intended readers or viewers.
- 7. The value of any work must be examined as a whole. The impact of an entire work will be considered, transcending individual words, phrases, and incidents.
- 8. Resource sharing will be considered in purchasing decisions. Materials may be purchased or not purchased based on networking and collaborative relationships with other area collections and depending upon extent of need.
- 9. Materials will be purchased in a variety of formats with efforts made to incorporate emerging technology when they meet the criteria outlined above.
- 10. Gift materials will be evaluated by the criteria outlined above and shall be accepted or rejected in accordance with those criteria.

## PROCEDURES FOR SELECTION

The school library media professional, in conjunction with teachers, administrators, and the school library media advisory committee, will be responsible for the selection of materials. In coordinating this process, the school library media specialist will do the following:

- 1. Arrange, when possible, for firsthand examination of items to be purchased.
- 2. Use reputable, unbiased, professionally prepared selection aids when firsthand examination of materials is not possible. Among the sources to be consulted are
  - AASA Science Books and Films
  - American Film & Video Association Evaluations
  - Basic Book Collection for Elementary Grades
  - Basic Book Collection for Junior High Schools
  - The Best in Children's Books
  - Children's Software Review
  - Bulletin of the Center for Children's Books
  - Horn Book
  - Kirkus Reviews
  - Book Report
  - Booklist
  - Library Journal
  - Multimedia Schools
  - Reference Books for School Libraries
  - School Library Journal
  - Technology Connection
  - VOYA
  - Wilson Catalog series: Children's Catalog, Junior High School Catalog, Senior High School Catalog
  - CD-ROMs for Schools and Libraries
  - other sources as appropriate
- 3. Consider recommendations from faculty, students, and parents.
- 4. Judge gift items by standard selection criteria and, upon acceptance of such items, reserve the right to incorporate into the collection only those meeting the above criteria.
- 5. Purchase duplicates of extensively used material.
- 6. Purchase replacements for worn, damaged, or missing materials basic to the collection.
- 7. Determine a procedure for preventative maintenance and repair of material.

## WEEDING

The collection of the library information center will be continually reevaluated in relation to evolving curriculum, new formats of materials, new instructional methods, and the current needs of its users. Materials no longer appropriate should be removed. Lost and worn materials of lasting value should be replaced. Weeding is essential to maintaining a relevant, attractive collection. Materials considered for weeding should include items

- in poor physical condition
- containing obsolete subject matter
- no longer needed to support the curriculum or student/faculty interests
- superseded by more current information
- containing inaccurate information

## PROCEDURE FOR CHALLENGED MATERIALS

The following procedures will be followed when a citizen challenges the appropriateness of an item in the collection:

1. Complainant will be asked to complete a Citizen Request for Reconsideration of

Materials. This report will be forwarded to the media specialist, who will then inform the principal.

2. The Citizen Request will be forwarded to a library review committee, appointed by the media specialist, that will consist of the library media specialist, the reading specialist, the principal, a teacher from the school involved, and a parent.
3. A meeting of the library review committee will be scheduled within one week of receipt of the Citizen Request.
4. Material will be judged by the committee as to its conformance with the criteria for selection listed in this selection policy.
5. The written decision of the committee will be forwarded to the principal, who will inform the school and complainant of the committee's decision.
6. If the complainant is dissatisfied with the decision, a request may be submitted to the superintendent for a review of all proceedings by the library review committee, who will render a final decision as to the appropriateness of the materials in question.
7. Challenged materials will remain in circulation until the process is completed.

# Citizen Request for Reconsideration of Materials

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Initiated by (name) \_\_\_\_\_

Phone \_\_\_\_\_ Address \_\_\_\_\_

Group affiliation (if any) \_\_\_\_\_

Material in question \_\_\_\_\_

Author \_\_\_\_\_

Title \_\_\_\_\_ Copyright date \_\_\_\_\_

Format     book     periodical     CD-ROM     other (please specify) \_\_\_\_\_

Publisher \_\_\_\_\_

Please respond to the following questions. If you need more space, please attach additional pages.

1. Did you read/hear/view the entire work?     Yes     No
2. If not, which part did you read or view?
3. Specifically what part of the information did you find objectionable? (Please cite pages, frames, sections of CD-ROM, etc.)
4. For what age group(s) would you recommend this material?
5. Have you read our district's Material Selection Policy?  Yes     No
6. What do you believe is the theme or purpose of the work?
7. Could you find any value in the work? (Please describe.)
8. Are you aware of any professional reviews of the work? (Please list.)
9. How would students be affected by exposure to this work?
10. What do you suggest the school/library do about this material?
11. What material of equal value would you recommend to convey a similar picture or perspective?

Signature \_\_\_\_\_ Date \_\_\_\_\_