

SCHOOL LIBRARY MEDIA CENTER

It is the policy of the Hooker Board of Education that efforts be made to staff and maintain a school library media center adequate for the needs of students and teachers.

The superintendent is directed to develop regulations governing the selection of materials for and the use of the library media center.

**SCHOOL LIBRARY MEDIA CENTER
SELECTION OF MATERIALS
(REGULATION)**

The responsibility for the selection of library media center materials rests with the Hooker Board of Education. Authority for the selection of proper materials shall be delegated to the library media center staff. Materials shall be selected in accordance with the principles established by the School Library Bill of Rights as approved by the American Association of School Librarians. Final selection will be made by the media specialist subject to approval by the board. Suggestions from the administration, the faculty, and from the students are encouraged.

The superintendent shall prepare regulations which support this policy.

Types of Material for Purchase

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 view.
6. Libraries that 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.

The Hooker Board of Education and the media staff of the Hooker Public Schools subscribe in principle to the following statement of policy expressed by the American Association of School Librarians:

BILL OF RIGHTS FOR LIBRARY MEDIA CENTER PROGRAMS

The professional staff of school media centers is concerned with the development of informed and responsible citizens. To this end, the American Association of School Librarians reaffirms the Library Bill of Rights of the American Library Association and asserts that the responsibility of the school media center is:

1. To provide a comprehensive collection of instructional materials selected in compliance with basic written selection principles;
2. To provide materials that will enrich and support the curriculum, taking into consideration students' varied interests, abilities, and learning styles;

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3. To provide materials that will stimulate growth in factual knowledge, literary, cultural, and aesthetic appreciation and ethical standards;
4. To provide research materials for students and teachers to increase awareness of the changing trends and the new developments in education;
5. To provide in-service educational training to promote teacher effectiveness and to provide knowledge to assist in curriculum enrichment;
6. To provide recreational materials for the students and the staff.

This selection policy provides a procedure for maintaining a consistent quality of excellence in the materials for use in the teaching-learning process including continuing evaluation of the media collection. It is a basis for selecting instructional materials, and is used as a document to help students, parents, and other citizens to better understand the purposes and standards used to select instructional materials.

The Hooker Board of Education declares it is the policy of the Hooker school district to provide a wide range of instructional materials on all levels of difficulty, with diversity of appeal, and the presentation of different points of view, and to allow the review of existing media collections and the reconsideration of allegedly inappropriate materials through established procedures. This selection policy shall be reviewed and up-dated (if necessary) each school year.

Responsibility for Selection: Although the board of education is legally responsible for the operation of the school, the responsibility of the selection of instructional materials is delegated to the certified library media person.

Materials for the library resource center are selected by the library media person with the cooperation of the faculty, the administration, and, when feasible, the students.

Responsibility for coordinating the selection of materials and purchase of textbooks may rest with appropriate department chairpersons or with textbooks evaluation committees.

Criteria Selection Procedures: The primary objective of selection is to support, enrich and help implement the educational program of the school through the interaction of professional personnel and other members of the school community. While the selection of instructional materials involves many people, the responsibility for the final selection of most instructional materials rests with the certified library media personnel.

Criteria for Selection

1. The overall purpose of the material;
2. Importance of subject matter to the collection;
3. Reputation and significance of author, artist, composer, producer, etc.;

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4. Timeliness or permanence of the material;
5. Readability and reader appeal;
6. Format and price;
7. Reputation of the publisher or producer;
8. Accuracy of the material;
9. Quality of the writing and illustrations;
10. Reviews of the title in material selection aids.

Selection Sources: The library media person is expected to build the collection to fit the needs of the school district and is obligated to evaluate most carefully the possible purchase of all materials. The following sources may be used as guides in the selection of materials: (reputable, un-biased professionally-prepared selection aids)

1. Educational or media material catalogs;
2. Periodicals;
3. Reviews of materials;
4. Publication representatives;
5. Oklahoma Department of Libraries Book Evaluation Center.

Requests for Consideration: Suggestions and input from other individuals is important to the library personnel. Many times administrators, faculty, or students may be aware of a need in the library. Requests for consideration for library materials for the possible inclusion in the collection may be made by completing the provided request form. Upon completion of the form, forward it to the district library media center.

Gift Materials: Gifts may be acceptable when they meet the same standards as the original purchases. Gift materials will be accepted or rejected on the basis of the criteria in the selection process. It will be strongly recommended that a gift of money be made so that it may be used to fill the greatest need at that time. There may be no special conditions placed on the gift by the donor. Gift books and other materials, once accepted by the Hooker Public Schools, become the property of the Hooker Schools. The final disposition concerning the gift will be the responsibility of the certified library media personnel.

SCHOOL LIBRARY MEDIA CENTER, SELECTION OF MATERIALS, REGULATION (Cont.)

Disposition of Materials: Selection is an ongoing process that includes the removal of instructional materials no longer appropriate. The final decision in the disposal of materials is the responsibility of the certified library media personnel. Disposition will be considered for the following:

1. Badly damaged print and non-print materials;
2. Old editions replaced with newer copyright editions;
3. Outdated or discriminatory materials;
4. Titles that are no longer popular and never circulate;
5. Duplicate copies that no longer circulate.

Professional Materials: Materials will be provided for teachers and administrators to increase awareness of the changing trends and the new development in education.

Procedures for Reconsideration of Challenged Materials: Occasional objections to materials will be made despite the quality of the selection process; therefore, the procedure of registering a complaint for the reconsideration of challenged materials for review with appropriate action is listed below.

When a complaint about materials is received, the material in question shall be:

1. Reviewed objectively and in its full context;
2. Evaluated in terms of the needs and interest of students, school, curriculum, and community;
3. Considered in the light of differing opinions.

The procedures for handling objections to challenged materials are as follows:

1. The person or persons expressing an objection may register the objection in writing on a Request for Reconsideration Form. This form may be obtained from the library center.
2. Upon completion of the form, all copies and editions of the material being objected to will be withdrawn and temporarily placed in the office of the library center.
3. A committee to review the complaint will have an approximate two-week period to meet, review, and determine the outcome of the challenged material. The final decision cannot be made until all committee members have had sufficient time to review the material.

**SCHOOL LIBRARY MEDIA CENTER, SELECTION
OF MATERIALS, REGULATION (Cont.)**

4. The committee will have the authority to take one of the following specific actions regarding the material:
 - A. Limited or restricted use
 - B. Removal from shelf (reviewed and reconsidered at a later date).
 - C. Placed back on the shelf.
5. The review committee shall be composed of the following:
Superintendent
Principal
Librarian
2 Faculty Members
6. The complainant may present his/her views on the material under consideration to the committee.
7. The committee's decision (which shall be reached by simple majority) shall be given to the appropriate director who will see that implementation of the decision takes place. In the event that the complainant does not accept the decision of the Review Committee, he/she may appeal to the board of education through the superintendent. The final decision then rests with the board of education.

Library Guidelines for Teachers:

1. Teachers may check out library books without the two-week limit, but they are expected to return the books as soon as possible. Only teachers may take reference books from the library (please do not send students for them).
2. To get books placed on the reserved shelf, turn in the information to the librarian indicating which books and the length of the checkout period.
3. If you wish to use the library for a class period for your class, be sure to clear it with the librarian at least one day in advance. A teacher must always accompany the class and supervise them the entire time they are in the library. Smaller groups may be sent to the library provided prior notification has been given to the librarian. Students are not to be sent to the library for disciplinary purposes.

REQUEST FOR RECONSIDERATION OF LIBRARY MATERIAL

Have you read and do you understand the policy procedures? _____

School _____ Date _____

Request initiated by _____

Occupation _____

Home Address _____

Telephone (home) _____ (work) _____

City _____ State _____ Zip _____

Complainant represents: _____ Self

_____ Organization _____

_____ Other _____

Type of Material (book, film, periodical, etc.) _____

Title of Material _____

Publisher or Producer _____

The following questions are to be answered by the complainant. If sufficient space is not provided, attach additional sheets. Please sign your name to each additional attachment.

To what in the material do you object? (Please be specific; cite pages, frames in filmstrips, film sequence, etc.)

List the reason(s) for your objection. (Please be specific)

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

REQUEST FOR RECONSIDERATION OF LIBRARY MATERIAL (Cont.)

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

What did you find were good qualities in this material?

For what age group would you recommend this material?

Did you read, view, or listen to the material in its entirety? If not, what parts did you read, view, or listen to?

What brought this material to your attention?

In its place, what material of equal literary quality would you recommend of the same subject and format? (List specific titles or sources)

Which of the following would you recommend be done regarding this material?

- Limited or restricted use
- Place back on shelf
- Removed from shelf

Upon completion of this form, the material in question will be temporarily removed from the shelf for reconsideration.

Signature of Complainant

Signature of Librarian

REPORT OF RECONSIDERATION

Author: _____ Type of Resource: _____

Title: _____

This decision was made on the _____ day of _____, _____

_____ Minority report is attached.

FINDINGS OF FACT: _____

DECISION: _____

The following committee members are in agreement with the above decision:

_____	_____
_____	_____
_____	_____
_____	_____

The following committee members are not in agreement with the above decision:

_____	_____
_____	_____
_____	_____

**REQUEST FOR CONSIDERATION
OF LIBRARY MEDIA MATERIALS**

Print Materials

Author: _____

Title: _____

Publisher: _____

Copyright: _____ Price: _____

Requested by: _____ Date: _____

Have you reviewed the material? _____

If yes, name source: _____

Copy is _____ New _____ Additional _____ Replacement

Non-print Materials

Title: _____

Media Format: _____

Producer: _____

Copyright: _____ Price: _____

Requested by: _____ Date: _____

Have you reviewed the material? _____

If yes, name source: _____

Copy is _____ New _____ Additional _____ Replacement

REQUEST FOR CONSIDERATION OF LIBRARY MEDIA MATERIALS

Date _____

Memorandum to _____

SUBJECT: Reconsideration of Library Media Materials

Your request for reconsideration of _____ in the library media center has been received in my office and is now under review. The Review Committee will meet on _____ to consider your request. You will be notified after the meeting regarding the Review Committee's decision.

Thank you for taking an interest in our library media center and its program.

Administrator

Librarian