

Antietam School District

SECTION: PROGRAMS

TITLE: LIBRARY MATERIALS
SELECTION

ADOPTED: February 24, 1997

REVISED: November 27, 2006

<ol style="list-style-type: none"> 1. Purpose Title 22 Sec. 4.13 SC 801, 803 2. Definition 3. Delegation of Responsibility SC 803 4. Selection Guidelines 	<p style="text-align: center;">109. LIBRARY MATERIALS SELECTION</p> <p>The Board shall provide instructional and evaluative materials to implement and support the district's and the schools' educational goals and academic standards.</p> <p>Resource materials shall include reference books, supplementary titles, multimedia materials, maps, library books, software and instructional material.</p> <p>The Superintendent, after consultation with the administration and teaching staff, shall be responsible for the selection, recommendation, and maintenance of all resource materials. No adoption or change of materials shall be made without the Superintendent's recommendation, except by a two-thirds vote of the Board.</p> <p>A. The following criteria shall be followed in the selection process:</p> <ol style="list-style-type: none"> 1. Learning resources shall support and be consistent with Pennsylvania and national educational standards, and the aims and objectives of individual schools and specific courses. 2. Learning resources shall be chosen to enrich and support the curriculum and the personal needs of users. 3. Learning resources shall meet high standards of quality in: <ul style="list-style-type: none"> artistic quality and/or literary style authenticity educational significance factual content physical format presentation readability technical quality timeliness or permanence authoritativeness reputation of the publisher/author
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4. Learning resources shall be appropriate for the subject area and for the age, emotional development, ability levels, learning styles, and social development of the students for whom the materials are selected.
5. Learning resources shall be designed to provide a background of information that will motivate students and staff to examine their own attitudes and behavior; to comprehend their duties, responsibilities, rights and privileges as participating citizens in our society; and to make informed judgments in their daily lives.
6. Learning resources shall provide information on opposing sides of controversial issues so that users may develop under guidance the practice of critical analysis.

- B. The selection of learning resources on controversial issues will be directed toward maintaining a balanced collection representing various views.

Learning resources shall clarify historical and contemporary forces by presenting and analyzing inter-group tension and conflict objectively, placing emphasis on recognizing and understanding social and economic problems.

C. Criteria for Selection of Non-print Instructional Materials

The criteria for selection of non-print materials are essentially the same as for print materials. The quality of auditory and visual presentation should be considered as well as accuracy of information and the appropriateness of format.

Non-print materials should:

- Promote instructional goals and support the curriculum
- Provide a variety of media formats to meet the needs of the curriculum
- Present content in appropriate format and acceptable technical quality.
- Avoid dense text and graphics

<p>5. Selection Tools</p>	<ul style="list-style-type: none">• Provide record keeping and management options, if applicable• Provide readable text, attractive graphics, and an appealing layout• Have easy-to-understand, comprehensive documentation.• User friendly• 24-hour access with remote connection from home if possible. <p>Gifts will be accepted by the Antietam School District libraries. However, they will be judged for inclusion in the collection using the criteria listed above. The librarian reserves the right to examine and evaluate gift materials and include or dispose of them as necessary. Under no circumstances will the library accept a gift if the donor requests specific stipulations. Gifts of money for book purchases may be accepted from individuals or organizations, but the selection of materials will conform with the Antietam School District Selection Policy. Donor name(s) will be added to a book ownership plate placed in the front of the book, if desired by the donor(s).</p> <p>The librarians will examine materials before purchase whenever possible. In addition, the following are the standard lists and reviewing periodicals used to guide the librarians in their selection:</p> <ol style="list-style-type: none">1. Journals<ol style="list-style-type: none">a. School Library Journalb. Book Listc. Kirkusd. Publisher Weeklye. Horn Book2. Wilson Catalogs<ol style="list-style-type: none">a. Children's Catalogb. Junior High Library Catalogc. Senior High Library Catalog3. Other Review Tools of Merit
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<p>6. Collection Development</p>	<p>The school library media program is an integral part of the instructional process. As part of the instructional process, the collection development is based upon the belief that all students, teachers, administrators, and support staff should have open access to all forms of information relevant to learning and teaching the curriculum. To ensure access to quality library media collections, a systematic process for assessing and building library media collections is essential.</p> <p>Collection development is the ongoing process of identifying strengths and weaknesses of library media collections in terms of student needs. Collection development demonstrates that funds are being spent wisely and that library media collections meet the informational needs of the curriculum as well as independent reading and viewing needs of students. The three components involved in the collection development process are:</p> <p>Analysis of the School Community</p> <p>In order to be responsive to the unique needs of each school, a collection development process must be based upon an analysis of student needs at that particular school.</p> <p>Assessment of the Library Media Collection</p> <p>Collection assessment should be completed on a regular basis to determine the quality of the existing library media collection. It is an organized method for collecting statistics on the age of the collection, the number of titles in the collection, and the ability of the collection to meet curricular needs.</p> <p>Selection and Acquisition of Materials</p> <p>The selection and acquisition of new library media materials will be based upon the needs of each library media center as determined by the collection assessment process and upon the availability of funding. The Antietam School District Board of Education policy should be followed when selecting all library media materials.</p> <p>ASSESSMENT AND INVENTORY PROCESS</p> <p>An essential step in collection development is assessment of the needs of the curriculum and student population with regard to library media resources. Library media specialists will develop yearly and long-range plans to assist in ongoing assessment.</p> <p>Assessment of the collection includes taking inventory of existing materials, assessing materials in relation to needs of instructional units, and weeding outdated and inappropriate materials.</p>
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<p>7. Weeding</p>	<p>Weeding is the continuous process of withdrawing from the collection those materials no longer suitable for use. The criteria for weeding are as follows:</p> <ol style="list-style-type: none"> 1. Materials containing outmoded or obsolete subject material 2. Materials in poor physical condition 3. Materials no longer pertinent to the curriculum 4. Materials no longer of student interest 5. Materials superseded by newer editions or more current information <p>The procedures for discarding withdrawn material are as follows:</p> <ol style="list-style-type: none"> 1. Remove or cover ownership stamps and marks 2. Dispose of material by: <ol style="list-style-type: none"> a. Give to classroom teachers or charitable organizations b. Unwanted materials will be disposed of by custodial staff
<p>8. Handling Criticism of Material</p>	<p>No duly selected materials that are challenged shall be removed from the collection except upon the recommendation of a review committee (as provided for below) with the concurrence of the Board of Education or upon formal action of the Board of Education when a recommendation of the review committee is appealed.</p> <p>Any objection made to the librarian shall be reported immediately to the building principal. The building principal shall contact the person who objects to discuss the objection and attempt to resolve the complaint informally by explaining the philosophy and goals of the Antietam School District libraries.</p> <p>If the objection is not resolved informally, the person who objects shall be supplied with a packet of materials consisting of the district's statement and the procedure for handling objections. This package shall also include The Request for Reconsideration of Library Materials form, which shall be completed and returned to the building principal within two weeks from issue date. If the Reconsideration form is not returned within that date, the matter shall be considered closed.</p> <p>Upon receipt of a completed Reconsideration form, the building principal shall form a committee with the assistance of the librarian to consider the objection. This committee shall consist of the librarian, the Language Arts Department Chair, no fewer than two professional staff members and one parent. It shall be chaired by the building principal. The committee shall meet to discuss the objection and to prepare a written report containing their recommendations concerning the objection.</p> <p>The building principal shall notify the person presenting the objection in writing of the committee's recommendations. If the person who objects is still not satisfied, he/she may request that the Superintendent present an appeal to the Board of Education, which shall make a final determination of the issue.</p> <p>Further assistance may be obtained by contacting the American Association of</p>

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	<p>School Administrators, The National School Boards Association, The American Library Association, The Association of Supervision Curriculum Development, and our school district solicitor.</p> <p>References:</p> <p>School Code 801, 803</p> <p>PA Code Title 22, Sec. 4.13</p> <p>Board Policy 105.1, 107</p> <p>NOTES:</p> <p>Intermediate Units – Instructional Media Services Title 22, Sec. 9.1 et seq</p>
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ANTIETAM SCHOOL DISTRICT

REQUEST FOR RECONSIDERATION OF LIBRARY MATERIAL

AUTHOR _____ Hardcover _____ Paperback _____

Title _____ Other _____

Publisher (if known) _____

Request Initiated By _____ Telephone No. _____

Address _____

City

Zip Code

Complainant Rep resents:

_____ Him/Herself

_____ Organization (Please Name) _____

_____ Other Group (Please Name) _____

1. To what in the material do you object? (Please be specific, cite pages) _____

2. What do you feel might be the result of reading this material? _____

3. For what age group would you recommend this material? _____

4. Is there anything good about the material? _____

5. Did you read/view the entire material? _____ What parts? _____

6. Are you aware of the judgment of this material by literary critics? _____

7. What do you believe is the theme of this material? _____

8. What would you like your school to do about this material? _____

_____ Do not assign it to my child.

_____ Withdraw it from all students as well as from my child.

_____ Send it back to the Language Arts Department Office for reevaluation.

9. In its place, what material of equal literary quality would you recommend that would convey as valuable a picture and perspective of the subject treated? _____

Date

Signature of Complainant