

Collection Development and Materials Selection Policy for the Vermillion School District Library Media Centers

Mission of the Vermillion School District Library Media Centers

*The mission of the school library media centers is
to support the schools' curriculum, to assist members of the learning
community in becoming effective users of information,
and to foster the love of reading.*

Responsibility for materials selection

The certified school library media specialist is responsible for material review and selection, acquisition, and collection development. The media specialist is obligated to provide for a wide range of abilities and to respect the diversity of many different points of view. To this end, principle must be placed above personal opinion, and reason above prejudice in the selection of materials of the highest quality of appropriateness.

Selection criteria

The selection and evaluation of materials is characterized by flexibility, open-mindedness, and responsiveness to the changing needs of the library community.

The media specialists select, make available, and promote the use of library materials that:

- **Support the curriculum of the school**

Library materials shall support and be consistent with the general educational goals of the school district and the South Dakota State Standards.

- **Promote a life-long interest in reading and acquiring knowledge**

Library materials should enrich and support the educational, recreational, and informational needs of all users, taking into consideration their varied interests, abilities and learning styles, with an aim to attract the non-user and reluctant reader as well.

- **Represent differing viewpoints on controversial subjects**

Students have the right to information on both sides of a controversial issue. By having access to a variety of resources, students will have the knowledge base to develop critical reading, thinking, and problem solving skills.

- **Present accurate and authoritative information**

Library materials should present information in an objective manner. The authority of the author, organization and publisher will be a consideration.

- **Reflect the pluralistic nature of a global society**

Library media materials should provide a global perspective and promote diversity as a positive attribute of our society. It is important to include materials by authors and illustrators of all cultures.

- **Provide appropriate formats to effectively teach the curriculum**

Library media materials should be available in variety of formats, including print, nonprint, electronic and multimedia, to meet the needs and learning styles of a diverse student population.

- **Are cost effective in terms of use**

Library media materials should be evaluated for cost effectiveness in terms of accessibility, projected use, and durability.

- **Provide consideration for student and faculty requests**

Student and staff requests are carefully considered and weighed in relation to the total library collection and budget.

Weeding

Selection is an ongoing process that includes the removal of materials that are outdated or no longer appropriate. Weeding insures a library reputation for providing reliable, up-to-date information.

Library materials may be weeded from the collection if they are:

- In poor physical condition
- Superseded by newer editions
- Duplicate copies of titles no longer in demand
- Biased or portray stereotypes
- Outdated and unattractive
- Not selected in accordance with general selection criteria

Gifts

Gifts of print or nonprint materials that have no conditions as to use, location, rebinding or disposal may be accepted by the media centers if they meet the materials selection criteria.

- Physical format and appearance must be suitable for circulation
- Materials must be age appropriate
- Donations must be consistent with the educational goals of the state and district

Donors must understand that the library is not an appraisal agency and cannot assess the worth of gift materials as stated in IRS Publication 561 "Valuation of Donated Property".

Challenged Materials and Reconsideration Process

Despite the care taken to select materials for student and teacher use, it is recognized that occasional objections may be raised.

In the event a complaint is made, the *Challenged Materials and Reconsideration Process for the Vermillion School District Library Media Centers* will be followed.

This selection policy reflects the philosophy of the school system and supports the principles of intellectual freedom described in the American Library Association's *School Library Bill of Rights*, *Code of Ethics* and *Information Power: Guidelines for School Library Media Programs* and the NCTE *The Students' Right to Read*.

Challenged Materials and Reconsideration Process for the Vermillion School District Library Media Centers

Despite the care taken to select materials for student and teacher use, it is recognized that occasional objections may be raised.

In the event a complaint is made, the following procedures will apply:

1. The complaint shall be heard first by the library media specialist.
2. Cooperation will be given to any parent wishing to restrict his or her own child from using materials that are objectionable to the parent. The library media specialist, with the parent, will try to work out a solution that will keep that family's child or children from checking out the materials in question, while still allowing free access for other children.
3. If the matter is not resolved after an informal review with the media specialist, the complainant will be given a "*Request for Reconsideration of Library Materials*" form to fill out. (Form A)
4. Challenged materials shall remain a part of the library collection during the reconsideration process and recommendation.
5. The "*Request for Reconsideration*" form will then be forwarded to the building principal and the superintendent of schools.
6. The building principal shall appoint a committee composed of the following people to review the complaint:
 - One administrator at the appropriate grade level
 - The library media specialist
 - One classroom teacher familiar with the subject challenged
 - The department head in the subject area of the challenged materials where appropriate
 - A neutral parent and/or community member
 - A student

7. The review committee within 60 days shall:
 - Read and examine the materials referred to them in their entirety
 - Check general acceptance of the materials by reading reviews
 - Weigh values and faults against each other and form opinions based on the materials as a whole and not on passages or portions pulled out of context
 - Meet to discuss the materials
 - Refer to "*Instructions to the Evaluating Committee for Reconsideration of Library Materials*". (Form B)

8. The committee shall recommend, with written rationale, that the materials shall be:
 - A. Retained without restriction
 - B. Retained with restriction
 - C. Not be retained

The committee will complete the "*Review Committee Response to Challenged Materials*". (Form C)

9. The decision of the reviewing committee shall be forwarded in writing to the principal and the superintendent. The building principal will present the review committee's findings to the complainant.

10. If the complainant is not satisfied by the decision of the reviewing committee and desires to carry the request further, the form may then be submitted to the school board.

11. The school board will meet with the review committee and examine all documentation prior to reaching a decision. Board members are encouraged to read the challenged materials.

12. Decision of the school board is final.

Request for Reconsideration of Library Materials

Date _____

Request Initiated by: _____

Complainant represents: _____

Self _____ Organization _____

Address _____

Phone _____

Title: _____

Author: _____

Publisher: _____

Copyright Date: _____

Type of instructional material (book, video, magazine) _____

1. What brought this title to your attention?
2. Have you read or viewed the title in its entirety?
3. To what do you object? Please be specific, cite exact parts:

4. What do you feel might be the result of using this item?

5. Are you aware of the school's rationale in having this item?

6. What would you like the school to do about this item?

_____ Do not assign or recommend to my child

_____ Withdraw item from school

Additional comments:

Signature of Complainant

Date

Instructions to Evaluating Committee for Reconsideration of Library Materials

1. Bear in mind the principles of the freedom to learn and to read as contained in the ALA "*School Library Bill of Rights*", the AASL "*Information Power: Mission and Goals of the School Library Media Program*", the NCTE "*The Students' Right to Read*" and the "*Materials Selection Policy for the Vermillion School District Library Media Centers*", and base your decision on the broad principles rather than on defense of individual materials. Freedom of inquiry is vital to education in a democracy.
2. Study thoroughly all materials referred to you and read available reviews. The general acceptance of the materials should be checked by consulting standard evaluation aids and local holdings in other schools.
3. Passages or parts should not be pulled out of context. These values and faults should be weighed against each other and the opinions based on materials as a whole.
4. Your report, presenting both majority and minority opinions, will be presented by the principal to the complainant at the conclusion of our discussion of the questioned material.

Review Committee Response to Challenged Material

Title: _____

Author: _____

Publisher: _____

Copyright Date: _____

Type of instructional material (book, video, magazine) _____

Committee recommendation:

_____ Material shall be retained without restrictions

_____ Material shall be retained with restrictions

_____ Material shall not be retained

Justification for the committee decision:

Signature of Committee Chairperson

Date

Appendixes

- Appendix A:** *ALA School Library Bill of Rights*
- Appendix B:** *ALA Library Bill of Rights*
- Appendix C:** *AASL Information Power*
- Appendix D:** *ALA Code of Ethics*
- Appendix E:** *NCTE The Students' Right to Read*
- Appendix F:** *AASL Confidentiality of Library Records*
- Appendix G:** *ALA The Freedom to Read Statement*