

**MONTGOMERY
AREA
SCHOOL DISTRICT**

SECTION: PROGRAMS

TITLE: LIBRARY MEDIA SELECTION

ADOPTED: April 13, 1988

REVISED: May 2, 2006

109.1. LIBRARY MEDIA SELECTION

Statement of Philosophy

The Board of Education and media staff of the Montgomery Area 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 Libraries 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 materials that will enrich the student as an individual and support the curriculum, taking into consideration individual needs, and the varied interests, abilities, socio-economic backgrounds and maturity levels of the students served.
2. To provide materials that will stimulate growth in knowledge and develop literary, cultural and aesthetic appreciations and ethical standards.
3. To provide materials on all sides of issues, beliefs and ideas so that young citizens may develop the habit of critical thinking, reading, listening and viewing, thereby enabling them to develop an intellectual integrity in forming judgments.
4. To provide materials which accurately reflect all social, political and ethnic groups, and their contributions to our American heritage as well as a knowledge and appreciation of world history and culture.

<p>SC 803</p>	<p>5. To provide a comprehensive collection of instruction materials which, when selected in compliance with basic selection principles, can be defended on the basis of their appropriateness for the users of the media center.</p> <p><u>Responsibility for Selection of Materials</u></p> <p>The Board of Education, the governing body of the school district, is legally responsible for the selection of instructional materials. This authority is delegated to the professional personnel of the district for the selection of these materials.</p> <p>Materials for the library media center are selected by the library media specialist with the cooperation of the faculty, the administration and, when feasible, the students. When necessary, the School Board will give final approval on library materials.</p> <p><u>Criteria for Selection</u></p> <p>1. It is the policy of the Montgomery Area Public Schools to select materials for library media centers in accordance with the following principles:</p> <ul style="list-style-type: none">a. Instructional materials are chosen because they are of interest and have learning value for the problems and issues of our times, international, national, and local. Books and materials of sound, factual authority are not excluded because of race, nationality, religion or political views of the writer.b. Insofar as it is practical, materials are provided which present all points of view concerning the problems and issues of our times, international, national, and local. Books and materials of sound, factual authority are not removed or banned from library resource center shelves because of partisan or doctrinal disapproval. <p>2. Certain factors are considered in the selection of library media center materials:</p> <ul style="list-style-type: none">a. Selections are made for, and in accordance with, the different maturity levels of the students.b. Materials are selected which fill a need related to the curriculum and/or contribute to the development and enrichment of the student.c. In the selection of materials, reviewing tools such as standard catalogs are used. When possible, audio-visual materials are previewed before purchase or ordered with return privilege guaranteed.
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| | <p>d. The following specific criteria are considered:</p> <ol style="list-style-type: none">(1) The overall purpose of the materials and how well it is accomplished.(2) Reputation and significance of the author.(3) Timelines or permanence of the material.(4) Importance of subject matter to the collection.(5) Accuracy of material.(6) Reputation and standards of the publisher or producer.(7) Readability and reader appeal.(8) Quality of writing and illustrations.(9) Appearance of the title in material selection aids.(10) Price. <p>e. Non-fiction subjects which are topics of criticism are carefully considered before selection. Among these are:</p> <ol style="list-style-type: none">(1) <u>Religion</u> - Factual, unbiased materials which represent all major religions may be included in the library resource center collection. Bibles and other sacred writings are acceptable. Publications from religious bodies may be selected if they have general value or appear in magazine indexes.(2) <u>Ideologies</u> - The library media center should, without making any effort to sway the reader's judgement, make available basic factual information on the maturity level of its reading public on ideologies or philosophies that are of current or continuing interest.(3) <u>Science</u> - Medical and scientific knowledge suitable to the developmental stage of the students should be made available without any biased selection of facts. |
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f. Fiction has assumed an important role as an educational medium. The sound treatment of significant historical, social and personal problems in books of fiction can contribute to the understanding of human problems and human relations.

Fiction is acquired to supplement areas of the curriculum and to encourage and develop the reading interests of students.

Gift Books and Materials

1. The library will encourage and accept gifts with the understanding that gift materials will be added to the collection only if they meet the same standards required by purchased materials. Gift materials not meeting these standards may be given to other libraries or organizations or sold or discarded. If gift materials are out of date, are unneeded duplicates or are in a format unsuitable for school library use, the librarian may choose not to add them to the collection. Gift items which are acceptable will be integrated into the regular collection and made available to all library patrons. Whenever a gift item is no longer considered a vital part of the collection, it will be disposed of in the same manner as purchased material.
2. Gift books and other materials, once accepted by the Montgomery Area Public Schools, becomes the property of the Montgomery Public School Library.

Guidelines for Reconsideration of Materials

It is recommended that a student or their parent should have the right to reject the use of library media center materials/curriculum which seem incompatible with their values and beliefs. It is further recommended that classroom assignments provide for alternate choices. This procedure is consistent with the National Council of Teachers of English Statement of Student's Right to Read, which is endorsed in its entirety. However, no parent has the right to determine the reading matter for students other than their own children.

Any parent who wishes to request reconsideration of the use of any library media center material in the school must make their request in writing on forms provided through the building principal. If the principal is unable to satisfy the complaint during an informal conference, the matter should be referred to the Review Committee. No administrator, library media specialist or teacher should agree to withdraw an item without referring it to the Review Committee which will determine the appropriateness of the material and will make recommendation on appropriate action.

This Review Committee is a standing committee that will meet as needed. Recommendations for its membership will be made by the building principal and approved by the Superintendent.

Voting Members

- Principals (2)
- Library Media Specialists (2)
- Instructional Staff Members (3)
- Board Committee (1)

The material is reviewed and judged by this committee as to conformity with selection criteria, instructional goals and age appropriateness. The committee will submit its recommendations to the Superintendent. The Superintendent will review the recommendation and share that recommendation with the Board of Education. The Board of Education will make the final decision and then notify the complainant of that decision. At any time during the above process, the committee, along with the Superintendent, may remedy the complainant's concerns by such actions as restricting access to material, or labeling material as to specific content. The Superintendent will inform the Board of the status of any complaint and actions taken.

Procedure for Checking Material Out of the Library

All students in the school district shall be allowed to borrow from the library. Each student shall have a numbered library card which must be presented when checking out materials.

The standard loan period is as follows:

1. Reference materials may be taken out overnight.
2. Magazines may be taken out for a period of 1 week.
3. Any other material, fiction, nonfiction, etc. may be taken out for a 2 week period.
4. Any material that is damaged or lost will be replaced by the person involved with losing or damaging the material. (The student will pay money for the materials.)
5. Any student not paying to replace material that has been damaged or lost will not receive their report card until the obligations are satisfied.

6. A student may have his/her library privileges revoked by the librarian, the principal or upon the recommendation of a classroom teacher. Library privileges shall be restored in like manner.

Inventory

The collection in the high school and elementary shall be inventoried at the close of each school year. Books shall be selected for rebinding on the basis of use and value of the contents and availability of replacement.

Weeding Policy

The district Librarians shall be responsible for supervising the library collections. The professional librarians shall keep the collection vital and useful by systematic weeding. Essential materials shall be retained or replaced. The librarian will be responsible for eliminating out-of-date, worn materials, or unused books which have little historical significance or materials which are no longer in demand.