

Selection Practices for Media Center Materials

Orland School District #135

I. PHILOSOPHY OF THE MEDIA CENTER

The Orland School District 135 Media Centers are an integral part of the total curriculum, providing opportunities for students to develop research and critical thinking skills and a lifelong interest in both reading and knowledge. Each student, therefore, should have access to an effective, integrated school library program that reflects the educational, recreational, and research needs of the school community.

II. SELECTION OBJECTIVES

Collection development is a vital component of a media center program. Media center materials will be selected to support and enrich the District curriculum. Materials will serve both the breadth of the curriculum and the needs and interests of the students and staff. It is the obligation of the District to provide materials for a wide range of abilities and to respect the diversity of many differing points of view.

Media center materials are defined as all electronic, print, and non-print resources used by students and staff for the support of the District's educational program. This excludes textbooks and other similar multiple copy classroom items.

III. RESPONSIBILITY FOR SELECTION

The responsibility for the selection of school media center materials shall rest with the school library media specialist.

IV. CRITERIA FOR SELECTION

A. The following general selection criteria will apply to all materials, including electronic, print, and non-print resources:

1. Media center materials shall support and be consistent with the general educational goals of the state and district as well as the aims and objectives of the individual schools and specific courses.
2. Media center materials shall meet high standards of quality in factual content, artistic and literary value, and presentation.
3. Media center materials shall be appropriate for the age, emotional development, ability level, learning styles, and social development of students for whom materials are selected.
4. Media center materials shall meet the needs and interests of students and staff.
5. Physical format and appearance of media center materials shall be suitable for their intended use.
6. Media center materials shall be current and up-to-date. (See section VI-D in this document for suggested replacement schedule.)
7. Media center materials shall be selected to help students gain an awareness of our diverse society.
8. Media center materials shall be selected for their strengths rather than rejected for their weaknesses.
9. The selection of media center materials on controversial issues shall be directed towards maintaining a diverse collection representing various views.
10. Media center materials shall be selected to stimulate growth of literary, cultural, and aesthetic appreciation, and ethical responsibility.
11. Media center materials shall be selected to encourage students and staff to be lifelong learners.

B. Media center materials will be selected in light of:

1. Favorable reviews found in standard selection sources
2. Favorable recommendations based on the preview and examination of materials by professional personnel in the fields of education, publishing, or literature
3. Reputation and significance of the author, producer, and publisher
4. High degree of potential user appeal or demand
5. High artistic quality and/or literary style
6. Value commensurate with cost and/or need
7. Timeliness
8. Permanence

The presence of any resource does not indicate an endorsement of its content.

V. CRITERIA FOR GIFTS AND UNSOLICITED MATERIALS

Media Specialists are responsible for evaluating gifts and unsolicited materials using the criteria for selection as detailed in section IV of the Selection Policy for Media Center Materials in order to be accepted and become a part of the media center collection. Monetary gifts to the media center will be used to purchase media center materials that meet the criteria for selection as stated above.

VI. WEEDING

A. Purpose of weeding

Weeding is essential to maintain a relevant, attractive, accurate, useful collection that facilitates efficient use of space. Media center collections need to be dynamic and should be subject to continual evaluation in order to remain useful and appealing.

B. Responsibility

The media specialist will review the collection to determine which materials should be removed or replaced. Weeding decisions are made by the school's media specialist who may consult with school administrators, other teachers, students, parents, and staff.

C. Criteria to consider for weeding print and no-print include:

1. Poor physical condition
2. Subject matter no longer needed to support the curriculum
3. Receiving little use
4. Providing wrong, inaccurate, or dated information
5. Text or illustrations are condescending, stereotyped, patronizing, or biased
6. Inappropriate reading level or interest level
7. Duplicates no longer in demand
8. Superseded by new or revised information
9. Outdated and/or unattractive format, design, graphics, illustration, or text
10. Information inaccessible due to poor organization such as lack of table of contents, inadequate indexing, or limited searching capabilities
11. Not selected in accordance with general collection criteria
12. Mediocre; poor quality
13. Obsolete technology

An acronym to help remember reasons for weeding is MUSTY:

M=Misleading

U=Ugly

S=Superseded

T=Trivial

Y=Your collection no longer has use for this material

D. Age of collection

Certain sections of the media center become outdated and inaccurate faster than others and require more frequent weeding. The following table provides recommended ages for materials.

Non-fiction Materials	10 years from copyright date <i>Exceptions:</i> 003-007 - Systems Data/Computer Programs 320-329 - Political Science 361-369 – Social Problems and Services 370-379 - Education 380-389 – Commerce, Communications and Transportation 520-529 – Astronomy and Allied Sciences 570-579 – Life Sciences/Biology 610-619 – Medical Sciences/Medicine 910-919 – Geography, Maps, Atlases	3 years 5 years 5 years 5 years 5 years 5 years 5 years 5 years
Fiction Materials	10 years from copyright date Replace classics as new editions become available	
Reference	5 years from copyright date Almanacs Atlases Maps (except historical)	3-5 years 3 years 3-5 years
Periodicals	Consider storage space	
Professional	8-10 years from copyright date Weed items which no longer support curriculum	

E. Procedures

Weeding should happen whenever it is most convenient for the media specialist and when it will be least likely to disrupt the school or media center program. The media specialist will decide what should be done with the weeded materials depending on the reason the material is weeded.

All materials that are in poor condition should be thrown into the garbage, along with materials that are outdated, superseded, biased, and inaccurate. Materials that are in good condition and have accurate information can be given to classroom teachers for their collections or donated to a non-profit organization that accepts used library materials.

VII. INTELLECTUAL FREEDOM AND CHALLENGED MATERIALS

A. Position

The Board of Education subscribes in principle to the statements of policy on media center philosophy as expressed in the Library Bill of Rights of the American Library Association, a copy of which is appended to this policy statement (Appendix A). The principles of intellectual freedom expressed in the Library Bill of Rights are inherent in the First Amendment of the

Constitution of the United States. In the event media center materials are questioned, the principles of intellectual freedom shall be defended.

B. Policy and Procedures for Handling Challenged Materials

Despite the quality of the selection process, occasional concerns, opinions, or objections to media center materials may arise. Such concerns should be directed to the building media specialist. No questioned material shall be removed from the school pending a decision. In the case of a complaint, the following procedures shall be followed:

1. The media specialist will explain the district's selection procedures and criteria and will complete a Media Center Materials Conference Record (Appendix B). This form will be shared with the building principal and filed with the building media specialist for future reference.
2. If the matter is not resolved, the concerned patron may express his/her concern by completing a Reconsideration of Media Center Materials form (Appendix C). If the patron does not return this form to the building media specialist within two weeks (10 school days) of receiving the packet, the objection will be considered resolved.
3. Upon receipt of the Reconsideration of Media Center Materials form, the media specialist will contact the building principal and Director of Curriculum, who will appoint a review committee consisting of:
 - Minimum of two media specialists
 - Teacher(s) at the appropriate instructional level
 - Principal at the appropriate instructional level
 - Board member
 - Director or Assistant Director of Curriculum
4. In accordance with the Responsibilities of the Review Committee (Appendix D) the committee will:
 - Read, listen, or view the challenged material in its entirety
 - Obtain reviews of the material being challenged
 - Evaluate the challenged material in accordance with the Criteria for Selection of Media Center Materials
 - Consult subject area experts if necessary
 - Meet as a group to discuss the challenged material as it pertains to the completed Reconsideration of Media Center Materials form
 - Submit a written recommendation to the Superintendent within four weeks (20 school days) of receipt of the Reconsideration of Media Center Materials form
5. The superintendent/designee will report the committee's recommended action to the Board of Education.
6. The concerned patron and the review committee will be notified of the final decision. All decisions made by the Board of Education shall be final.

Appendix A

The Library Bill of Rights of the American Library Association

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of “age” reaffirmed January 23, 1996. A history of the Library Bill of Rights is found in the latest edition of the Intellectual Freedom Manual.

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. 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.
- II. 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.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person’s right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which 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.

Appendix B

**MEDIA CENTER MATERIALS
CONFERENCE RECORD**

Date of Initial Parent Contact: _____

Phone Call Conference Note E-mail

Parent/Guardian: _____ Phone: _____

Student: _____ Grade: _____

Media Specialist: _____

Title of Book: _____

Author: _____

Concern: _____

Follow-Up/Action: (check all that apply)

- Explain selection procedure to parent
- Read/reread this book
- Go over reviews
- Discuss with grade level Media Specialists

Decision

- Book is deemed appropriate for this library (Date: _____)
- Book has been taken off the shelf (Date: _____)

Parent Response

- Agreed with decision
- Requested further action.

Date given **Statement of Concern**: _____

Date received completed **Statement of Concern**: _____

2. What brought this material to your attention?

3. Have you read or viewed the material in its entirety?

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

5. What are your concerns about students reading/viewing this material?

6. Do you feel that there are positive aspects to this material? If so, please elaborate.

7. Have any of the professional reviews you have read reflected your concerns on the material? Please list reviews and elaborate.

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

9. Is there a comparable material you would recommend as a replacement for the challenged material?

THIS FORM MUST BE COMPLETED AND RETURNED TO THE SCHOOL LIBRARY MEDIA CENTER OR SCHOOL OFFICE WITHIN TEN SCHOOL DAYS. IF THE FORM IS NOT RETURNED WITHIN TEN SCHOOL DAYS THE MATTER WILL BE CONSIDERED RESOLVED.

BY SUBMITTING THIS COMPLETED FORM, I AM REQUESTING THAT A DISTRICT REVIEW COMMITTEE RE-EVALUATE THIS MATERIAL TO DETERMINE IF IT SHOULD BE AVAILABLE TO STUDENTS IN THE SCHOOL MEDIA CENTER.

Signature of Concerned Party _____

FOR MEDIA SPECIALIST ONLY:

Date given to concerned patron: _____ Media Specialist Initials: _____

Date returned: _____ Media Specialist Initials: _____

Appendix D

Responsibilities of the Review Committee

1. Bear in mind the principles of the freedom to learn and to read and base your decision on 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 to the school board by the Superintendent/designee at the conclusion of our discussion of the questioned material.