

CRITERIA FOR SELECTION OF LIBRARY MEDIA MATERIALS

A. Authority

1. Qualifications and reputation of author, publisher, and producer
2. Materials characterized by appropriate research, experience, and reliance on authentic sources of information

B. Appropriateness and Reliability

1. Contribution to the school's educational goals
2. Date of publication or production
3. Stated purposes of author or producer are accomplished
4. Factual information is accurate and up-to-date
5. Comprehensive, not superficial
6. Relates to needs of students
7. Materials selected will be appropriate for the population served
8. Selection of materials for specific instructional use in the classroom will follow the Guidelines for Selection, Purchase, and Use of Instructional Materials in the Classroom.

C. Treatment

1. Fair and free of bias or prejudice
2. Critical reading and thinking are encouraged
3. Stimulates growth in factual knowledge, literary appreciation
4. Presentation is tasteful, dignified, and avoids the sensational, distorted, and crude
5. Style is conducive to logical and realistic development of the content

D. Readability and Subject Interest

1. Vocabulary appropriate to reader interest and ability
2. Concepts and presentation suitable to maturity level of intended audience
3. Stimulates imagination and creativity
4. Logical, useful arrangement of facts and ideas
5. Helpful and necessary features like illustrations, table of contents, index, bibliography, etc.
6. Element of humor, human interest, interesting descriptive details

E. Format/Technical Qualities

1. Quality of the writing and production is good
2. Clear, legible print and size to reading level of intended audience
3. Illustrations and visuals appropriate to the material and artistically done and reproduced
4. Product is durable and attractive
5. Material is free of obvious mechanical errors

F. Potential Use

1. Offers significant contribution to the school's educational goals, enriching and supporting the school's instructional programs
2. Covers subject more accurately or in more detail than in other materials held, or represents new information/a new dimension
3. Appealing to certain groups of students (I.e., slow readers and others with special needs, including superior students)

G. Cost Accountability

1. Value commensurate with cost and/or need
2. Possess physical durability and content longevity

## PROCEDURES FOR SELECTION OF LIBRARY MEDIA MATERIALS

### A. General Procedures

1. Selection is a continuous process
2. Keep an order file on materials to be purchased
3. Buy special requests immediately when funds are available
4. Any materials outside the purchasing power of the school shall be cleared through the administration and/or designee prior to its use in instruction. The administration shall determine whether the material in question will be used. Appeals to the principal's decision shall be directed to the Superintendent of Schools.

### B. Selection Aids

1. Consult reliable, reputable, unbiased, professionally-prepared selection aids
2. Consult textbook bibliographies, professional publications, and file of requested materials

### C. Preview

1. Examine as many materials as possible, using book exhibits, public library, and book stores
2. Preview audiovisual materials when possible according to Criteria for Selection

### D. Approval

1. Approval of all orders by principal is required
2. Orders must be cleared through the superintendent's office (See Appendix A)

## GIFTS TO THE LIBRARY MEDIA CENTER

When gifts, materials or money (from sources such as PTA, memorial funds, community organizations, or individual) are accepted for the library, it should be with the understanding that the library may use them in accordance with the Library Media Center Procedural Guide in consultation with the principal, librarian, faculty, and library committee.

- A. Gift materials should meet desirable standards and needs of students and/or faculty
- B. Types of materials which are unacceptable and will be refused outright:
  - 1. Old, outdated non-fiction
  - 2. Good fiction titles in poor editions that repel readers
  - 3. Unsuitable fiction – derogatory stereotyping, sensational mysteries
  - 4. Adult books with features questionable for use by adolescents
  - 5. Magazines of movie or true romance type
  - 6. Instructional materials which violate copyright laws
- C. Gifts of money are more acceptable
- D. Accepted gift material shall be acknowledged by letter and credit given in the library records (use book plate of gift plate)

## PROCEDURES FOR RECONSIDERATION OF LIBRARY MEDIA MATERIALS

If complaint is made relative to materials in the library, the following procedures shall be followed:

### A. Library Media Center Advisory Committee

Each school librarian shall, annually, establish and Advisory Committee. The advisory committee members are recommended by the librarian, with the approval of the principal. Committee members will include the principal or designee, two (2) classroom teachers, two (2) parents, two (2) students, the librarian and two (2) community persons (non-parents). This committee will be approved by the school board on an annual basis.

The major function of this committee will be to review challenged and/or controversial materials.

### B. If a complaint is made, the following procedures are to be followed:

1. Inform the complainant of the selection procedure and make no comments
2. Request the complainant to submit formal "Request for Reconsideration of Instructional Materials" within five (5) working days (See Appendix B)
3. Inform the principal of the complaint. The principal, in turn, will inform the library supervisor and the superintendent of the complaint.
4. Temporarily withdraw material pending final decision by the school board.
5. Upon receipt of the completed Request for Reconsideration of Instructional Materials" form, and within 30 working days, the Library Media Center Advisory Committee shall review the challenged material. The superintendent and library supervisor shall be informed that the challenged material is being considered.

### C. The Library Media Center Advisory Committee shall review the challenged material by the following procedure. Each committee member shall:

1. Read, view, or listen to the material in its entirety
2. Check general acceptance of the material by reading reviews and consulting recommended lists
3. Determine the extent the material supports curriculum
4. Complete the "Checklist for School Media Advisory Committee's Reconsideration of Instructional Material" (See Appendix C/D)
5. Present a written recommendation of the Advisory Committee to the principal
6. Include any minority opinions with this recommendation

- D. The principals and/or designee shall present his/her recommendation along with the recommendation of the Advisory Committee to the Superintendent of Schools who in turn will make the presentation to the school board.
- E. The librarian with the approval of the administration and/or designee shall retain in general shelving, reserved shelving (i.e., materials for specific reasons as determined by the administration and/or designee), special shelving (i.e., materials not general use, students are informed of sensitive materials prior to checking out) or withdraw challenged material's as mandated by the decision of the school board.
- F. Patrick County High School will provide an option for parents to be notified when their child has requested materials from reserved and/or special shelving. (Appendix E) This form will be on registration form.
- G. Written permission is required from parent/guardian's before a student can check out materials from special shelving. (See Appendix F)

## PROCEDURE FOR DISCARDING MEDIA AND EQUIPMENT

### DISCARDING MEDIA

The entire collection should be examined at least once a year to find media which need to be removed from the shelves. The withdrawals fall into the following groups:

The Following media should be discarded:

- Books with pages missing
- Media on economics, science, and useful arts that are more than ten years old
- Media in bad physical condition
- Pamphlet materials when the information has been published in recent books
- Bound or unbound volumes of magazines that are no longer useful for reference
- Questionable titles

Removal of discarded media shall be the responsibility of the maintenance department.

### DISCARDING EQUIPMENT

The decision to discard/replace audio-visual equipment should be based on the following:

- The cost of repairs to the old equipment
- The cost of replacing an old machine with a new one
- The age versus life expectancy of the equipment

Budget requirements and school needs should be considered when determining whether equipment should be replaced, repaired, or discarded without replacement. It is recommended that equipment nearing or over its life expectancy should be discarded when repairs exceed one-third of the original cost of the equipment.

APPENDIX B

Request for Reconsideration of Instructional Materials

School \_\_\_\_\_

Please check type of material:

<input type="checkbox"/> Book	<input type="checkbox"/> Film	<input type="checkbox"/> Record
<input type="checkbox"/> Periodical	<input type="checkbox"/> Filmstrip	<input type="checkbox"/> Kit
<input type="checkbox"/> Pamphlet	<input type="checkbox"/> Cassette	<input type="checkbox"/> Other

Title \_\_\_\_\_

Author \_\_\_\_\_

Publisher or Producer \_\_\_\_\_

Request initiated by \_\_\_\_\_

Telephone \_\_\_\_\_ Address \_\_\_\_\_

The following questions are to be answered after the complainant has read, viewed, or listened to the school library material in its entirety. If sufficient space is not provided, attach additional sheets. (Please sign your name to each additional attachment)

1. To what is the material do you object? (Please be specific, cite pages, frames in a filmstrip, film sequence, et cetera.) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. What do you believe is the theme or purpose of this material? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. What do you feel might be the result of a student using this material? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. For what age group would you recommend this material? \_\_\_\_\_
5. Is there anything good in this material? Please comment. \_\_\_\_\_  
\_\_\_\_\_



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

Do not assign it any child.

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

Send it back to the school librarian's office for re-evaluation.

Other \_\_\_\_\_

7. In its place, what material of equal literary quality would you recommend that would convey as valuable a picture and perspective on our civilizations?

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\_\_\_\_\_  
Signature of Complainant

\_\_\_\_\_  
Date

Please return to the school principal within five (5) working days.

APPENDIX C

Checklist for School Media Advisory Committee's Reconsideration of Instructional  
Material—Nonfiction

Title \_\_\_\_\_

Author \_\_\_\_\_

A. Purpose:

1. What is the overall purpose of the material? \_\_\_\_\_

\_\_\_\_\_

2. Is the purpose accomplished? \_\_\_\_\_ Yes \_\_\_\_\_ No

B. Authenticity

1. Is the author competent and qualified in the field? \_\_\_\_\_ Yes \_\_\_\_\_ No

2. What is the reputation and significance of the author and publisher producer in the  
field? \_\_\_\_\_

3. Is the material up to date? \_\_\_\_\_ Yes \_\_\_\_\_ No

4. Are information sources well documented? \_\_\_\_\_ Yes \_\_\_\_\_ No

5. Are translations and retelling faithful to the original? \_\_\_\_\_ Yes \_\_\_\_\_ No

C. Appropriateness

1. Does the material promote the educational goals and objectives of the curriculum of  
Patrick County Schools? \_\_\_\_\_ Yes \_\_\_\_\_ No

2. Is it appropriate to the level of instruction intended? \_\_\_\_\_ Yes \_\_\_\_\_ No

3. Are the illustrations appropriate to the subject and age levels? \_\_\_\_\_ Yes \_\_\_\_\_ No

D. Reviews

Source of review \_\_\_\_\_

Favorably reviewed \_\_\_\_\_ Unfavorably reviewed \_\_\_\_\_

Does this title appear in one or more reputable selection aids? \_\_\_\_\_ Yes \_\_\_\_\_ No

\_\_\_\_\_  
\_\_\_\_\_

Additional Comments

\_\_\_\_\_  
\_\_\_\_\_

Recommendations of School Media Advisory Committee for Treatment of Challenged  
Materials

\_\_\_\_\_  
\_\_\_\_\_

Date \_\_\_\_\_

Signatures of Media Advisory Review Committee

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Final Decision of Board

\_\_\_\_\_

\_\_\_\_\_  
Signature-School Superintendent

\_\_\_\_\_  
Signature-Chairman of School Board

APPENDIX D

Checklist of school Media Advisory Committee's Reconsideration of Instructional Material-  
Fiction and Other Literary Forms

Title \_\_\_\_\_

Author \_\_\_\_\_

A. Purpose

1. What is the purpose, theme or message of the material? How well does the author/producer/composer accomplish this purpose?  
\_\_\_\_\_  
\_\_\_\_\_
2. If a story is fantasy, is it the type that has imaginative appeal and is suitable for children? \_\_\_ Yes \_\_\_ No If both are marked no, for what age group would you recommend? \_\_\_\_\_
3. Will the reading and/or viewing and/or listening to material result in more compassionate understanding of human beings? \_\_\_\_\_ Yes \_\_\_\_\_ No
4. Does it offer an opportunity to better understand and appreciate the aspirations, achievements, and problems of various minority groups? \_\_\_\_\_ Yes \_\_\_\_\_ No
5. Are any questionable elements of the story an integral part of a worthwhile theme or message? \_\_\_\_\_ Yes \_\_\_\_\_ No

B. Content

1. Does a story about modern times give a realistic picture of life as it is not? \_\_\_\_\_ Yes \_\_\_\_\_ No
2. Does the story avoid an oversimplified view of life, one which leaves the reader with the general feeling that life is sweet and rosy or ugly and meaningless? \_\_\_ Yes \_\_\_\_\_ No
3. When factual information is part of the story, is it presented accurately? \_\_\_ Yes \_\_\_\_\_ No
4. Is prejudicial appeal readily identifiable by the potential reader? \_\_\_ Yes \_\_\_\_\_ No

5. Are concepts presented appropriate to the ability and maturity of the potential readers? \_\_\_\_ Yes \_\_\_\_ No
6. Do characters speak in a language true to the period and section of the county in which they live? \_\_\_\_ Yes \_\_\_\_ No
7. Does the material offend in some special way the sensibilities of women or a minority group by the way it presents either the chief character or any of the minor characters? \_\_\_\_ Yes \_\_\_\_ No
8. Is there preoccupation with sex, violence, cruelty, brutality, and aberrant behavior that would make this material inappropriate for children? \_\_\_\_ Yes \_\_\_\_ No; Young adults? \_\_\_\_ Yes \_\_\_\_ No
9. If there is use of offensive language, is it appropriate to the purpose of the text for children? \_\_\_\_ Yes \_\_\_\_ No; for young adults? \_\_\_\_ Yes \_\_\_\_ No
10. Is the material free from derisive names and epithets that would offend minority groups? \_\_\_\_ Yes \_\_\_\_ No; young adults \_\_\_\_ Yes \_\_\_\_ No
11. Is material well written or produced? \_\_\_\_ Yes \_\_\_\_ No
12. Does the story give a broader understanding of human behavior without stressing difference of class, race, color, sex, education, religion or philosophy in any adverse way? \_\_\_\_ Yes \_\_\_\_ No
13. Does the material make significant contribution to the history of literature or ideas? \_\_\_\_ Yes \_\_\_\_ No
14. Are the illustrations appropriate and in good taste? \_\_\_\_ Yes \_\_\_\_ No
15. Are the illustrations realistic in relation to the story? \_\_\_\_ Yes \_\_\_\_ No

Additional Comments:

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Recommendation by School Media Advisory Committee For Treatment of Challenged  
Materials

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Date \_\_\_\_\_

Signature of Media Advisory Review Committee

_____	_____
_____	_____
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Final Decision of Board

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\_\_\_\_\_  
Signature-School Superintendent

\_\_\_\_\_  
Signature-Chairman of School Board

APPENDIX E

PERMISSION FOR RESERVED SHELVING AT PATRICK COUNTY HIGH SCHOOL

The Patrick County High School Library has a selection of instructional materials on reserved shelving that are circulated upon request to all students. Materials on reserved shelving are of great value or may be offensive or inappropriate to certain audiences.

\_\_\_\_\_ I give permission for my child to receive books on reserved shelving.

\_\_\_\_\_ Prior to giving permission, I want to be informed when my when my child requests Book from reserved shelving.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parents'/Guardians' Signature

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Student's Name

APPENDIX F

PERMISSION FORM FOR SPECIAL SHELVING MATERIALS

Dear Parents.

Your son/daughter has requested material(s) from special shelving in the library. This material(s) has been questioned for its story content. It is necessary that your permission be given before this material can be checked out to him/her. Please sign the form below indicating your decision.

\_\_\_\_\_  
Material Requested

\_\_\_\_\_  
Reason for Special Shelving

\_\_\_\_\_ Yes, I give permission for son/daughter to check out the material(s) listed above.

\_\_\_\_\_ No, I do not permission for son/daughter to check out the material(s) listed above.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parents'/Guardians' Signature

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Student's Name



