**Selection of Library Materials**

Purpose: To ensure that students and teachers are provided access to a wide variety of appropriate print and nonprint resources.

1. Statement of Policy

The policy of the district/school is to provide a wide range of library materials on all levels of difficulty, with diversity of appeal, and the presentation of different points of view and to allow the review of allegedly in appropriate resources through established procedures.

2. Goals for Selection

In the selection of library materials, the district/school adheres to the principles of the American Library Association’s *Library Bill of Rights*. In order to assure that the library media center is an integral part of the educational program of the school, the following selection objectives are applied:

* To provide materials that will enrich and support the curricular and personal needs of the users, taking into consideration their varied interests, abilities, and learning styles.
* To provide a background of information which will enable pupils to make intelligent judgment in their daily lives.
* To provide materials with varying points of view on current and historical issues so that users may develop the skills of critical analysis.
* To place materials which realistically represent our pluralistic society and reflect the contributions made by these groups and individuals to our American heritage.
* To place principle above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to assure a comprehensive library media collection appropriate for the users.

3. Legal Responsibility and Delegation

Ultimately responsibility for the selection of library resources rests with the school board. The superintendent, principals, directors, resource teachers, teachers, library media teachers, and other staff members operate within the framework of policies determined by the board. The responsibility for coordinating and recommending the selection and purchase of resources is delegated to the certificated library media teachers or is none is available, the director of curriculum development or principal.

4. Criteria for Selection

A. Educational goals of the school/district, individual student learning modes, teaching styles, curricular needs, faculty and student needs, existing materials, and networking arrangements should be considered in developing the library media collection.

B. Library resources shall:

* Support and be consistent with the general educational goals of the school/district and the aims and objectives of the individual school.
* Meet high standards of quality in factual content and presentation.
* Be appropriate for the subject area and for the age, and emotional development of the students for whom the materials are selected.
* Have aesthetic, literary and social values.
* In physical format and appearance, be suitable for their intended use.
* Be developed by competent authors and producers.
* Be designed to help students gain an awareness of our pluralistic society as well as an understanding of the many important contributions made to our civilization by women and minority and ethnic groups.
* Motivate students and staff to examine their own attitude and to comprehend their own duties, responsibilities, rights and privileges as participating citizens in our society.
* Be selected for their strengths rather than rejected for their weaknesses.

5. Procedure for Selection

A. The certified library media teacher or if none is available, the director of curriculum development or principal, shall use recognized selection tools and processes in selecting library resources.

B. Recommendations for purchase shall be solicited from teachers and students.

C. Donated and sponsored materials shall be judged by the criteria in Section 4 and shall be accepted or rejected by these criteria.

D. Selection is an ongoing process which shall include the removal of resources no longer appropriate and the replacement of lost and worn resources that may still may be of education value.

E. All non-book materials (videos, software, electronic resources, etc.) shall be selected on the following basis:

1. the materials shall meet legal compliance;
2. appropriate documentation shall be on file with the site library media personnel;
3. be consistent with recommendations from the California Learning Resources Network (www.clrn.org)for instructional materials.

6. Reconsideration of Library Resources

A. Statement of policy

Any resident or employee of the district may formally challenge library resources used in the district’s educational program on the basis of appropriateness. This procedure is for the purpose of considering the opinions of those persons in the schools and the community who are not directly involved in the selection process.

B. Request for Informal Reconsideration

The school receiving a complaint regarding a library resource shall try to resolve the issue informally.

* 1. The principal or library personnel shall explain to the questioner the school’s selection procedure, criteria, and qualifications of those persons selecting the resource.
  2. The principal or other appropriate staff shall explain to the questioner the place the resource occupies in the educational program, its intended educational usefulness, and additional information regarding its use, or refer the party to someone who can identify and explain the use of the resource.
  3. If the questioner wishes to file a formal challenge, a copy of the district *Request for Reconsideration of Library Resources Form* shall be provided by the principal to the party concerned.

C. Request for Formal Reconsideration

1. If resolution is not obtained through the informal reconsideration procedure, the questioner may request a district *Request for Reconsideration of Library Resources Form* from the site principal.
2. The *Request for Reconsideration of Library Resources Form* shall be completed and signed by the questioner and filed with the principal.
3. The superintendent shall be informed of the formal complaint.
4. Within five business days of the filing of the form the principal shall submit a copy of the complaint to the Reconsideration Committee.
5. The Reconsideration Committee shall be composed of:
   1. One member of the district staff chosen by the superintendent;
   2. One member of the school teaching staff chosen by the school staff;
   3. A library media teacher/library media specialist chosen by the superintendent;
   4. One parent member of the School Site Council;
   5. Other appointee as directed by the superintendent, principal, or library media director.
6. Access to challenged materials shall not be restricted during the reconsideration process.
7. The committee chair shall distribute copies of challenged materials to the members.
8. After the committee has reviewed the challenged material a conference is then arranged with the Reconsideration Committee and the:
   1. site principal
   2. site library media teacher and/or other appropriate staff
   3. challenger
9. The sole criteria for the decision is the appropriateness of the material for its intended educational use.

The Reconsideration Committee’s final decision will be to:

1. take no removal action;
2. remove the challenged material from the total school environment;
3. allow students to use alternate titles, approved by school personnel involved;
4. limit the educational use of the challenged materials.
5. The decision of the Reconsideration Committee is binding for the district. If the challenger is not satisfied with the decision, a request may be made to place the matter on the agenda of the next regularly scheduled meeting of the board.
6. Requests to reconsider materials which have previously been before the Reconsideration Committee must receive approval of a majority of the committee members before the materials will again be reconsidered. Every *Request for Reconsideration of Library Resources Form* shall be acted upon by the Reconsideration Committee.