

INSTRUCTION

6:232 Library Selection Policy

Mission Statement

The mission of the library is to ensure that students and staff are effective users of ideas and information. Blue Ridge CUSD 18 Libraries have adopted the American Library Association's Library Bill of Rights and its supporting documents, such as Access to Resources and Services in the School Library Media Center.

I. Goals and Objectives

A. Goals

1. Provide access to educational materials in a variety of formats and levels.
2. Provide instruction to encourage competence and interest in reading and using information.
3. Work with other educators to design learning strategies to meet the needs of students.

B. Objectives

To achieve these goals, it is necessary to:

1. Provide to the faculty and students a collection of materials that will enrich and support the district curriculum.
2. Provide a wide range of materials for all levels of ability, interests, and learning needs.
3. Provide materials in a variety of formats to meet the needs of individual learning styles and teaching methods.
4. Provide materials reflecting a broad range of viewpoints and beliefs to help students develop critical analytical skills.
5. Provide materials that encourage growth in literary, cultural and aesthetic appreciation.
6. Provide experiences so that students may gain skill in the location and use of information.
7. Provide experiences that encourage reading and library use as a life-long personal choice.

II. Responsibility for selection

The elected Board of Education is legally responsible for all matters relating to the operation of the Blue Ridge schools. The authority and responsibility for selection of materials is delegated to the Superintendent. Responsibility for actual selection shall rest with the trained librarian, who will use the Board's adopted selection criteria and procedures.

III. Criteria for selection

After considering the existing collection, staff members involved in selection of materials shall use the following criteria, as they apply, as a guide.

- A. Educational significance.
- B. Contribution that the subject matter makes to the curriculum and to the interests and needs of students
- C. Reviews found in standard selection sources
- D. Recommendations of the faculty and students

- E. Reputation and significance of the author or producer
- F. Validity, authenticity, currency and appropriateness of material
- G. Contribution the material makes to the breadth of representative viewpoints on controversial issues in our society
- H. High degree of user appeal
 - I. High artistic quality and/or literary style
- J. Timeliness or permanence
- K. Accuracy and clarity
- L. Reading levels, learning styles, and understanding of students in the school.
- M. Ability to stimulate further intellectual and social development, and to promote reading as a leisure-time choice
- N. Physical format that is suitable for the material's intended use
- O. Clarity of sound and video, readability of information when viewed at an appropriate distance

IV. Selection procedures

- A. In selecting materials for purchase, the following recommended list of professional selection aids may be consulted, but selection is not limited to their listings.
 1. Booklist
 2. Bulletin of the Center for Children's Books
 3. School Library Journal
 4. The Horn Book
 5. Award lists, such as Newbery, Caldecott and Rebecca Caudill Young Readers' Book Award and others
 6. Professional evaluations given at workshops and conferences
 7. Reputable online sources
- B. Faculty and student requests shall be considered
- C. The faculty may submit information on areas where they perceive a lack of completeness in the collection, or may inform the library staff of new or restructured units of study that will affect library materials usage.
- D. Gift materials will be evaluated using the same criteria as all other materials, and will be accepted or declined based on those criteria.
- E. Multiple copies may be purchased after considering demand and budget.
- F. Existing materials shall be re-evaluated periodically, and worn-out standard items may be reordered. If new information has made existing materials outdated, the old materials should be withdrawn and new materials considered.
- G. Subscription materials, including online subscriptions, will be evaluated yearly to ensure that they still meet current needs.

V. Reconsideration of materials

No duly selected material whose appropriateness is challenged shall be removed except upon the recommendation of the reconsideration committee with the concurrence of the Superintendent, or, upon the Superintendent's recommendation with the concurrence of the Board of Education, or by the Board of Education when the recommendation of the reconsideration committee is appealed to it.

If a complaint is made about materials in the library, this procedure should be followed:

- A. The principal shall contact the complainant to discuss the complaint and both shall attempt to resolve the matter informally.
- A. If the complainant is a resident, employee, parent or guardian of a Blue Ridge CUSD #18 student, they should be made aware of the Blue Ridge CUSD #18 Request for Reconsideration of Materials Form. Requests from others will not be considered.
- B. If the matter is not resolved, the complainant shall be supplied with a copy of this document and the "Request for Reconsideration of Materials" form.
- C. The completed form should be submitted to the principal. If the "Request for Reconsideration of Materials" form has not been received by the principal within two weeks, the issue shall be considered closed.
- D. Upon the receipt of a completed form, the principal will request that the Reconsideration committee meet within fifteen school days to review the request, providing the committee with time to obtain and read/review the material. The committee will:
 1. Review the district's selection policy.
 2. Read the submitted form from the complainant.
 3. Read/view/listen to the material in question.
 4. Read available reviews of the material. The general acceptance of the material should be checked by consulting standard evaluation aids and holdings in other local schools.
 5. Base their decision of broad principles of the freedom to learn and to read rather than on the defense of an individual item.
 6. Passages or parts should not be considered out of context. The values and faults should be weighed against each other and opinions based on the material as a whole.
- E. The questioned material shall not be removed pending a final decision. However, access to the material can be denied to the child or children of the complainant, if they so desire.
- F. The committee will communicate its recommendation in writing, within three weeks of the first meeting of the committee, to the Superintendent, the Board of Education, and the complainant.
- G. Should the complainant or a faculty member wish to appeal the recommendation of the committee, they should follow this procedure:
 1. Submit an appeal in writing to the principal.
 2. The principal will direct the appeal to the Superintendent.
 3. The Superintendent should present the appeal to the Board of Education, which shall make a final determination of the issue.

Complainants can not raise the same or substantially the same challenge after the matter is closed. Any material challenged that is selected to be retained may not be challenged by any complainant for a period of 5 years after the conclusion of the challenge. Complainants may only request consideration of up to two titles at a time and may not request consideration of any other titles until a determination is made of the status of the current request.

VI. Weeding Materials

Removal of used materials is a process that should be considered as carefully as the selection of new materials. Materials should be evaluated using the same criteria as in selection, and also may need to be evaluated using the following special considerations:

- A. Condition of the material and its reparability.
- B. Number of times the item has been circulated in the recent past.
- C. Copyright date.
- D. Materials containing dated information, maps, and illustrations; old interpretations of facts; bias; and materials that do not contain new information and discoveries should be removed and replaced with updated information.
- E. Duplicate copies may no longer be required.

VII. Confidentiality of Records

The Blue Ridge CUSD 18 libraries recognize the confidential nature of their circulation records, as described in the Library Records Confidentiality Act in the Illinois Statutes (Chapter 75, 70/1-2). Circulation records will be used for the retrieval of overdue materials, assessment of fines, and statistical analysis of library use. Records shall not be made available to the public, except pursuant to federal, state, or local law relating to civil, criminal, or administrative investigatory power.

Sources

American Library Association. Library Bill of Rights.

American Library Association. Office for Intellectual Freedom. Workbook for Selection Policy Writing.

Repman, Judi and Elizabeth Downs. "Policy Issues for the 21st Century Library Media Center." Book Report, Mar./Apr. 1999.

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Blue Ridge CUSD 18