

LIBRARY MATERIALS

It is the policy of the Timberlake Board of Education that efforts be made to staff and maintain a school library media center adequate for the needs of students and teachers.

The library media program shall be reflective of the community standards for the population the library media center serves when acquiring an age-appropriate collection of print materials, non-print materials, multimedia resources, equipment and supplies adequate in quality and quantity to meet the needs of students in all areas of the school library media program. Material in the library and within classrooms shall be reviewed for educational suitability and shall be age-appropriate for students. Procedures have been adopted to review material, receive, investigate, and respond to complaints regarding materials in libraries throughout the district.

LEGAL REFERENCE: 70 O.S. § 11-201
OAC 210:35-3-126

LIBRARY SELECTION OF MATERIALS REGULATIONS

The responsibility for the selection of library media center materials rests with the Timberlake Board of Education. Authority for the selection of proper materials shall be delegated to the library media center staff. Materials shall be selected in accordance with the principles established by the School Library Bill of Rights as approved by the American Association of School Librarians. Final selection will be made by the media specialist subject to approval by the board. Suggestions from the administration, the faculty, and from the students are encouraged.

The board of education and the media staff of the Timberlake 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 Librarians reaffirms the Library Bill of Rights of the American Library Association and asserts that the responsibility of the school media center is:

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, socioeconomic backgrounds, and maturity levels of the student served.

To provide materials that will stimulate growth in knowledge and develop literary, cultural, and aesthetic appreciations and ethical standards.

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.

To provide materials which accurately reflect all religious, social, political, and ethnic groups, and their contributions to our American heritage as well as knowledge and appreciation of world history and culture.

To provide a comprehensive collection of instructional 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.

Responsibility for Selection

The board of education, the governing body of the school district, is legally responsible for the selection of library and instructional materials. This authority is delegated to the professional personnel of the district for the selection of these materials. Material selected shall be reflective of the community standards for the population the library media center serves when acquiring an age-appropriate collection of print materials, non-print materials, multimedia resources, equipment and supplies adequate in quality and quantity to meet the needs of students in all areas of the school library media program.

Materials for the library media center are selected primarily by the librarian with input from the Review Committee.

Review Committee
Library Media Specialist
Principal
Counselor
Classroom Teacher

This committee must be approved by the superintendent.

The district shall keep a complete, updated listing of all books and other materials available in any school library in the district on the school website.

Types of Material for Purchase

1. Instructional materials are chosen because they are of interest and have learning value for the student in the community. Materials are not excluded because of race, nationality, religion, or political views of the writer.
2. Insofar as it is practical, materials are provided which present all points of view concerning the problems and issues of our time: international, national, and local. Books and materials of sound factual authority are not removed or banned from library media center shelves because of partisan or doctrinal disapproval.
3. Periodicals and newspapers that supplement the curriculum needs shall be chosen for accuracy, objectivity, accessibility, demand, and prices.
4. Multiple items of outstanding quality and much in demand media are purchased as needed.
5. Nonfiction subjects that are topics of criticism are carefully considered before selection. Among these are:
 - A. Religion -- Factual unbiased material that represents all major religions may be included in the library media 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.
 - B. Ideologies -- The library media center should, without making any effort to sway the reader's judgment, make available basic factual information on the maturity level of its reading public of ideologies or philosophies that are of current or continuing interest.
 - C. Science -- Medical and scientific knowledge suitable to the development stage of the student should be made available without any biased selection of facts.

Criteria for Selection

1. Selections are made for, and in accordance with, the different maturity levels of the students.
2. Materials are selected which fill a need related to the curriculum and/or contribute to the development and enrichment of the student.
3. Interests, needs, abilities of the students, and correlation of materials with the curriculum are dominating factors in the selection of materials.

Criteria for Evaluation

1. The author or producer should be qualified as a subject specialist.
2. Concepts, content, and vocabulary should be appropriate for the potential user.

3. Facts presented should be accurate and up-to-date.
4. Information should be logically arranged.
5. Subject matter should hold the attention of the student.
6. Format of the material should be attractive and durable.
7. Illustrations should be pertinent and well executed.
8. Each medium should meet a real or potential need.
9. Evaluation from standard selection aids should be given consideration.
10. Pornographic material and sexualized content will not be available to minor students in accordance with Oklahoma Accreditation Standard 210:35-3-126.

Selection Tools

In selecting materials for purchase, the media specialist evaluates the existing collection and consults reputable, unbiased, professionally prepared selection aids, such as:

- Booklist
- Bulletin of the Center for Children's Books
- Children's Catalog
- The Elementary School Library Collection
- Hornbook
- Oklahoma Department of Libraries Book
- School Library Journal
- Junior High & Senior High School Catalog
- Fiction Catalog

When possible, audiovisual materials shall be previewed before purchase or ordered with return privilege guaranteed. Audio-visual materials and videos should not be shown merely for entertainment purposes but may be shown in a classroom, instructional setting with the instructor in attendance to facilitate and discuss the educational purposes of the video. Commercial entertainment films having obvious educational value may be included when appropriate to the subject being studied. Commercial films that are unrated or rated PG or PG-13 shall not be shown to students in the District without advance written notice to the parents. Such notice shall contain an accurate description of the contents of the film. No films having a rating of R, N17, or X shall be shown to students at any school. It is recommended that teachers discuss the use of any audio-visual material which might be controversial or offensive with the principal prior to utilizing such material.

Gift Books and Materials

1. Gift books and materials are accepted with the understanding that they must meet the same selection criteria as materials purchased with board of education funds. The practice of a donor's purchasing new books or materials as library media center gifts is discouraged. It is preferable that donors make monetary gifts for the purchase of books and materials because the school receives a discount and can purchase more books for the same amount of money.
2. Gift books and other materials, once accepted by the Timberlake Public Schools, become the property of the Timberlake Public Schools.

Procedures for Reconsideration of Materials

It is recommended that a student or the student's parent should have this right to reject the use of materials which seem incompatible with the student's values or beliefs. It is further recommended that classroom assignments involving library media center materials provide for alternative choices. This procedure is consistent with the National Council of Teachers of English Statement on Students' Right to Read, which is endorsed in its entirety. However, no parent has the right to determine the reading matter for students other than his/her own children. Books and other materials shall not be removed or banned solely because of partisan or doctrinal disapproval.

If an objection to a selection is made by the public, the procedures are as follows:

- Be courteous and inform the patron of the process of media review. Make no commitments.
- Invite the complainant to file his/her objections in writing on forms provided through the principal's office.
- Completed forms are to be returned to the principal.
- An informal conference with the principal will be held.
- If unable to satisfy the complainant, refer the complaint to the Review Committee.
- Material is not to be withdrawn without referring to the Review Committee, which determines whether the material should be withdrawn.
- Material is reviewed and judged by this committee as to conformity with selection criteria and instructional goals.
- The decision of the committee is submitted to the complainant and a file of the objection and decision is kept by the library media specialist and the principal.
- In the event that the complainant does not accept the decision of the Review Committee, he/she may appeal to the board of education through the superintendent.
- The final decision rests with the board of education.

Weeding and Discarding

Worn or missing standard items will be replaced periodically.

Out-of-date or no longer useful media are withdrawn from the collection.

Employee-Produced Instructional Materials: Instructional materials which are produced by a District employee during hours for which the employee is paid by the District or which use District supplies and/or equipment shall be owned by the District. The District's rights of ownership shall include the right to copyright the material and the right to sell and/or distribute the material. The District and an employee may enter into a written agreement to produce instructional material, and such agreement may assign ownership rights as appropriate.

Title I Comparability: In order to ensure equivalence among schools, the following is the policy of the Timberlake Board of Education. When an elementary class reaches the size of 25 students, it is divided and a second teacher is hired to teach the additional class. Each elementary classroom has a self-contained library. The Junior-Senior High School students have access to the school library. The school librarian is accessible to any teacher or classroom. Elementary classes may visit the school library by appointment with the librarian.

A School Counselor is available to all students, Pre-K through 12th grades.

Paraprofessionals work throughout the grade school.

Timberlake employs two principals, the Elementary Principal for grades PK-6 and the Junior High/High School Principal for grades 7-12.

Special Education classes and related services are provided for all students birth to 18, or 21 if fewer than 12 years of school has been provided.

REQUEST FOR RECONSIDERATION OF LIBRARY MATERIAL

Name _____

Address _____

Telephone _____

Type of material _____

Location of material: _____

Title _____

Author _____

State specific objections. (Please cite pages or portions)

State any merits noted in the material

What do you believe might result from using this material?

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

Have you reviewed the entire material? _____

Have you reviewed other material by this person? _____

If yes, please list the material _____

Date_____
Signature

REPORT OF RECONSIDERATION

Author: _____ Type of Resource: _____

Title: _____

Location: _____

This decision was made on the _____ day of _____, _____

Minority report is attached.

FINDINGS OF FACT: _____

DECISION: _____

The following committee members are in agreement with the above decision:

_____	_____
_____	_____
_____	_____
_____	_____

The following committee members are not in agreement with the above decision:

_____	_____
_____	_____
_____	_____

**PUBLIC COMPLAINTS ABOUT LIBRARY
CURRICULUM OR INSTRUCTIONAL MATERIALS
(PROCEDURE)**

Procedures to be followed concerning complaints or requests to review library or instructional material used by the Public Schools:

Level One

1. All complaints to be considered shall be submitted in writing to the principal and the complaint or request properly signed and identified.
2. The librarian, teacher, and administration shall be informed of the nature and facts concerning the complaint.
3. The complaint or request to review the material shall be submitted by the principal to a review ~~faculty~~ committee composed of the library media specialist, the principal, counselor and at least one person teaching in the subject matter field of the materials challenged.
4. The materials are judged by the committee and a written recommendation shall be submitted to the principal and a copy of the complaint and recommendation shall be kept on file in the principal's office for future reference. The person who filed the complaint will receive a copy of the written recommendation and determination made by the review committee regarding the complaint.

Level Two:

1. In the event the complainant is not satisfied with the review committee's ~~principal's~~ decision, the complainant may appeal the decision to the superintendent. The complaint should be put in writing.
2. The superintendent must hear the complaint within three school days after receiving a request for a hearing.
3. At Level Two, the complainant will present the complaint on his own behalf but may be accompanied by a friend of his own choosing. The Superintendent will carefully review and consider the decision of the review committee to determine whether the committee's determination was based on pedagogical reasons.
4. Within three school days, the superintendent shall make a decision. The decision will be communicated in writing to the complainant.
5. If the decision is appealed to Level Three, the superintendent shall provide the board with a written record of the Level Two hearing including his decision on the matter with supporting reasons for his decision. A record of the Level One ~~hearing~~ determination by the review committee shall also be made available to the board.

Level Three:

1. Within five days of receiving the decision of the superintendent, the complainant may appeal his decision to the board of education. The request for a hearing must be made through the superintendent or clerk of the board of education in writing.
2. The hearing will be held at the next regular school board meeting with all persons who participated at Levels One and Two.
3. The complainant may be represented at Level Three by anyone of his choosing, but the complainant must be present at the hearing.
4. Within ten days, the board shall issue a decision to all parties involved. Such decision by the board shall be final except that proper redress may be sought through the courts, should the complainant choose to do so.