

SCHOOL LIBRARIES/MEDIA CENTERS

The primary function of a school's library media center is to implement, enrich and support the educational program of the school. The center provides a wide range of materials at various levels of sophistication with a diversity of appeal and the presentation of different points of view.

To this end the School Board declares that the primary responsibilities of the library media center are:

1. To provide materials that will stimulate the acquisition of factual knowledge and the development of literary appreciation, aesthetic values and ethical standards;
2. To provide a source of information which when consulted may enable pupils to make informed judgments;
3. To provide materials containing a wide range of views on issues so that students may develop the practice of critical reading and thinking;
4. To provide materials representative of religious, ethnic and cultural groups and their contribution to the American heritage; and,
5. 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 collection appropriate for the users of the library media center.

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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. Elements 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 suitable 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. Possesses 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 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.

- B. Gift materials should meet desirable standards and needs of students and/or faculty
- X. Types of materials which are unacceptable and will be refused outright:
 - 1. Old, out-dated non-fiction
 - Δ. Good fiction titles in poor editions that repel readers
 - E. Unsuitable fiction - derogatory stereotyping, sensational mysteries
 - Φ. Adult books with features questionable for use by adolescents
 - Γ. Magazines of movie or true romance type
 - H. Instructional materials which violate copyright laws
- I. Gifts of money are more acceptable
- 9. Accepted gift material shall be acknowledged by letter and credit given in the library records (use book plate or gift place)

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 an 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 a 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 reviewed.

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 principal 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 for general use, students are informed of sensitive materials prior to checking out) or withdraw challenged materials 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/guardians 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. These 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:

2. the cost of repairs to the old equipment
3. the cost of replacing an old machine with a new one
4. 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 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 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 retellings 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 the 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

If answer is yes, please list titles of selection aids _____

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 for 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, it is 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

•Do characters speak in a language true to the period and section of the country in which they live? _____ Yes _____ No

•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

•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

•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

•Is the material free from derisive names and epithets that would offend minority groups? _____ Yes _____ No; children _____ Yes _____ No; young adults _____ Yes _____ No

•Is the material well written or produced? _____ Yes _____ No

•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

•Does the material make significant contribution to the history of literature or ideas? _____ Yes _____ No

•Are the illustrations appropriate and in good taste? _____ Yes _____ No

•Are the illustrations realistic in relation to the story? _____ Yes _____ No

Additional Comments:

Recommendation by School Media Advisory Committee for Treatment of
Challenged Materials

Date _____

Signature of Media Advisory Review Committee

_____	_____
_____	_____
_____	_____

Final Decision of Board

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 child requests a book from reserved shelving.

_____ Date

_____ Parents'/Guardians' Signature

_____ Grade

_____ Student's Name

APPENDIX F

PERMISSION FROM 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 give permission for son/daughter to check out the material(s) listed above.

Date

Parent's/Guardians' Signature

Grade

Student's Name