

() Required
(X) Local
(X) Notice

LIBRARY MATERIALS SELECTION

The Board of Education supports the establishment and maintenance in each building of library-media centers which provide services to students and staff. The Board delegates the responsibility to the Superintendent or his/her designee for the selection and purchase of materials and equipment.

The library-media staff will work closely with students, staff and administrative personnel in the selection and evaluation of materials for purchase.

In order to provide the Superintendent and his/her staff with guidance in the acquisition of instructional resource material, such as library books, references, audiovisuals, maps, etc., the Board endorses the guidelines approved by the American Library Association that such resources:

1. provide information that will enrich and support the curriculum, taking into consideration the varied interests, abilities, and maturity levels of the students served;
2. provide information that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards;
3. provide information that will enable students to make intelligent judgments in their daily lives;
4. provide information on opposing sides of controversial issues so that young citizens may develop under guidance the practice of critical reading and thinking;
5. provide information representative of the many religious, ethnic, and cultural groups and their contributions to our American heritage; and
6. 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.

The Superintendent shall be responsible for the selection of resource materials within the aforesaid guidelines and for the determination of factual accuracy, readability, authoritativeness, integrity and quality of format. To assist in the selection process, reputable, unbiased professionally prepared aids (such as the Horn Book, School Library Journal, etc.) shall be consulted as guides.

In order to respond to any complaints about, or challenges to, the selection of library materials, the district has adopted regulations (1420-R, Complaints about Curricula or Instructional Materials Regulation) establishing a complaint procedure and providing for a committee to review such complaints or challenges.

If any person wishes to permanently remove materials from a school district library, he/she must seek the formal approval of the Board. The Board may determine that such materials should be removed. Such determination must not be based upon official suppression of ideas, but rather upon the educational suitability of the materials in question. Only the Board and/or the

Superintendent may authorize said permanent removal of instructional materials, pursuant to the decision of the Board.

Cross-ref: 1420, Complaints about Curricula or Instructional Materials

Ref: Education Law §§1709(15); 1711(5)(f)
Board of Educ., Island Trees UFSD v. Pico, 457 US 853 (1982)

Adoption date: April 11, 2017

LIBRARY MATERIALS SELECTION ADMINISTRATIVE REGULATION

1. Responsibility for the selection of all library materials is delegated to the professional librarian supervised by the building principal.
2. In selecting materials, librarians are guided by the principles incorporated in the Library Bill of Rights, Access to Resources and Services in the School Library Media Program interpretation of the Library Bill of Rights by the American Library Association, the Freedom to Read Statement, standards adopted by the American Association of School Librarians and the New York State Education Department Standards.
3. The collections will be developed systematically, ensuring a well-balanced coverage of subjects, opinions, and formats and a wide range of materials on various levels of difficulty supporting the diverse interests, needs and viewpoints of the school community.

Criteria

1. Materials will support and be consistent with the district's general educational goals and the educational goals and objectives of individual schools and specific courses.
2. Materials will be selected to support and enrich both the curriculum and personal needs of students and faculty, taking into consideration diverse interests, abilities, socioeconomic backgrounds, maturity levels, and students' extracurricular interests. Materials selected should encourage an appreciation for both informational and recreational reading, viewing, or listening.
3. Care will be taken to select materials meeting standards of high quality including:
 - Educational significance
 - Physical format
 - Presentation, including special features, such as indexes, table of contents, illustrations, photographs, maps, charts, graphs
 - Readability
 - Authenticity/accuracy in factual content
 - Artistic quality or literary style
 - Technical production/construction that is well crafted, durable, manageable, and attractive.
4. Materials will be considered relating to their overall purpose and their direct relationship to instructional objectives and/or the curriculum. Selected materials will support needs in the content areas and be appropriate to the variety of ages, developmental stages, ability levels, and learning styles represented by Schodack Central School students.
5. Materials will be selected to represent opposing points of view on controversial issues, encouraging individual analysis.
6. The literary style of a work will be appropriate and effective for the subject matter and its intended readers or viewers.
7. The value of any work must be examined as a whole. The impact of an entire work will be considered, transcending individual words, phrases, and incidents.

8. Resource sharing will be considered in purchasing decisions. Materials may be purchased or not purchased based on collaborative relationships with other area collections and depending upon extent of need.
9. Materials will be purchased in a variety of formats to incorporate emerging technology when they meet the criteria outlined above.

Procedure for Selection

The professional librarian will be responsible for the selection of materials. In coordinating the process, the librarian will:

1. Use reputable, unbiased, professionally prepared selection aids. Among the sources which may be consulted are:
 - Booklist
 - Library Journal
 - School Library Journal
 - New York Times Book Review
 - Other sources as appropriate
2. When possible, examine items to be purchased.
3. Consider recommendations from faculty, administrators, students, and parents.
4. Judge gift items by standard selection criteria.
5. Purchase duplicates of extensively used materials.
6. Purchase replacements for worn, damaged, or missing materials basic to the collection.

Weeding

Weeding is essential to maintaining a relevant, attractive collection. Materials considered for weeding should include items in poor physical condition containing obsolete subject matter no longer needed to support the curriculum or student/faculty interests.

Materials removed from the collection will be disposed as appropriate to the content, condition and date of publication.

Procedure for Challenged Material

The following procedures will be followed whenever a complaint is made about or a challenge raised against a particular library acquisition or holding:

1. a copy of the policy and regulations shall be made available to for inspection by the complainant;
2. an informal discussion is held between complainant and librarian to determine the nature of the complaint;
3. when necessary, a Request for Reconsideration of Materials, will be provided to complainant to complete and return to the building principal;
4. the completed Request for Reconsideration of Materials will be forwarded to an ad hoc library review committee made up of the principal, the school librarians, curriculum

coordinator, and the president of the student council of the school at which there is a Request;

5. a meeting of this library review committee will be scheduled within two weeks of receipt of the Request for Reconsideration;
6. challenged material will be judged by the committee as to its conformance with the criteria for selection listed in this selection policy;
7. the written decision of the committee will be forwarded to the Superintendent for review;
8. the superintendent will inform the Board of Education and the complainant of the committee decision;
9. if the complainant is dissatisfied with the decision, he/she may request that the Board of Education or a sub-committee of the Board of Education review the proceedings. The Board of Education will then render a final decision as to the appropriateness of the materials in question;
10. challenged materials may remain in circulation until the process is completed.

Adoption Date: April 11, 2017