

## **LIBRARY MEDIA CENTER POLICY**

### **Statement of Mission, Goals and Objectives**

The Chariho School District should meet the challenge of the 21st Century by providing the type of education which will enable students from across our community to make meaningful contributions to society, to develop to their full potential, and to become aware of the balance needed between individual freedom and societal responsibility.

The principal goal of the library media center is to support the academic programs of the individual schools. This goal includes maintaining and enriching the curriculum needs of the students and teachers, providing professional support for teachers and administrators, furnishing materials for personal interests and recreational reading at various levels, and providing students with varying levels of maturity with an environment which will allow them to develop respect for themselves and others.

As the American Library Association dictates, a fundamental responsibility of the library media specialist is to provide the leadership and expertise necessary to ensure that the library media program is an integral part of the instructional program of the school. To carry out the mission of the program, the library media specialist performs the following separate but overlapping roles to link the information resources and services of the library media program to the information needs and interests of the school's students and staff:

- ▶ information specialist
- ▶ teacher
- ▶ instructional consultant

Through these roles, the library media specialist should provide:

- ▶ access to information and ideas by assisting students and staff in identifying information resources and in interpreting and communicating intellectual content.
- ▶ formal and informal instruction in information skills, the production of materials, and the use of informational and instructional technologies.
- ▶ recommendations for instructional planning to individual teachers as well as assistance in school-wide planning of curricular and instructional activities.

The goals and objectives of the school library media centers throughout the district should adhere to and reflect the policies in the Library Bill of Rights, the School Library Bill of Rights, and the Freedom to Read Statement --

"Libraries should provide books and other materials presenting all points of view concerning the problems and issues of our time: no library materials should be proscribed or removed from libraries because of partisan or doctrinal disapproval."

### **Selection of Library Materials**

#### ***Responsibility for Selection***

The Chariho Regional School District Superintendent and School Committee are legally responsible for all matters relating to the operation of the Chariho Regional School System. The school district policy delegates the responsibility for selecting library media center materials to the school library media specialist. These instructional materials are defined as including both printed and audio-visual materials (not equipment). Although the selection process may involve teachers, administrators, students and parents, the final responsibility for coordination and recommendation for purchase rests with the professionally trained and certified school library media specialist.

#### ***Criteria for Selection of Materials***

Materials for the school library media center will be selected in accordance with the following criteria:

1. Selected materials will support the educational goals of the district and the objectives of the specific courses.
2. The materials will contribute to the fulfillment of curriculum needs, as well as individual needs of students and teachers of the school.
3. Selected materials will possess high standards of quality in factual content and presentation.
4. The materials will be of an appropriate educational level and subject matter. The selected materials will also be suitable for the age level, ability level, emotional and social development of the students from whom they are intended. This will include the needs of students with varying abilities.
5. The selected materials will reflect an interest in, and portray the changes and contributions made by the diverse cultural, ethnic and religious groups of our society. These materials will assist the students in gaining an awareness and understanding of the contributions made by a variety of constituencies.

6. The materials chosen will be by competent and qualified authors and publishers.
7. The materials selected will present varied points of view in order to provide a balanced perspective for students to develop critical thinking skills.
8. Biased or slanted materials may also be provided only to meet specific curriculum needs.
9. The physical format and appearance of these selected materials will be suitable for their intended use.

### *Specific Criteria*

1. Fictional materials should be selected to support curriculum and to promote and develop the reading interests of students. It is to be understood that fiction serves an important service in helping to promote student understanding of their society, world and human relations. Furthermore, in addition to the previously mentioned criteria, the following considerations should be considered in selecting fiction materials. The materials will:
  - a. have well-organized and creative plot lines
  - b. have convincing characterization
  - c. have established literary merit and significance
  - d. have an authentic and honest representation of human emotions, values and ideas
  - e. have appeal to or be in demand by the students
  - f. have a reasonable price, commensurate with the potential value.
2. Non-fiction materials selection will include some or all of the following criteria. The materials will:
  - a. be produced by a reputable author and/or publisher
  - b. have facts and opinions that are those of recognized authorities in the field
  - c. have a format that is clear and readable, and organized in an acceptable style and manner for the intended age level. An index is to be recommended.
  - d. have depth and scope of subject area that is appropriateFinally, currency of information should be a significant consideration.

3. Non-print material selection will be judged on the previously stated criteria for selection. Additionally, further considerations should be made:
  - a. Audio-visual materials (defined as videos, slides, filmstrips, transparencies, tapes, etc.) should be considered with attention to:
    - appropriateness of the media chosen
    - technical quality (clarity, color, sound, composition)
    - artistic merit
    - quality of presentation and honesty of interpretation
    - ease of understanding
  - b. Periodicals and newspapers should be selected for their value as a source of current information. Specific titles should be selected for research as well as recreational reading.
  - c. Computer software should be selected with consideration of:
    - ease of use
    - appropriate educational and developmental topics
    - sufficient documentation (manuals and guides)
    - technical quality and compatibility
    - clear on-screen instructions and graphics

### ***Procedure for Selection***

In selecting materials for inclusion in the library media center, the library media specialist will evaluate the existing collection and the curriculum needs; and will consult appropriate reviewing and selection sources. Recommended sources are, but not limited to, the following:

- Booklist
- The Bulletin of the Center for Children's Books
- Horn Book
- Library Journal
- New York Times Book Review
- School Library Journal
- Voice of Youth Advocates (VOYA)

When appropriate, recommendations for materials will be solicited from subject specialists, faculty, staff, administrators, students, parents, and qualified consultants. Selection is an ongoing process and includes the removal of materials no longer deemed appropriate, the replacement of lost, missing or worn materials still of educational value, and the addition and expansion of collections. Due to financial constraints, multiple copies will be purchased only when deemed necessary.

### **Gifts**

The library media specialist will welcome gifts of books and other materials for the media center from individuals and groups. Previously established selection criteria will be applied to these materials before they are accepted as part of the permanent collection. Gifts will be integrated into the general collection; there will be no provisions for special shelving or housing. The library media specialist is not an appraiser; therefore, no accommodations for estimates of monetary value of the donations can be made. The final recommendation for disposition of gift materials is to be left to the discretion of the library media specialist.

Monetary gifts will be used for the purchase of educational materials according to the established selection criteria. Suggestions for purchase will be considered and a "wish list" of appropriate gift items will be available for donors who wish to contribute to the library media center.

### **Collection Evaluation**

The collection will be continuously reviewed and evaluated in order to maintain and improve the quality of the resources available in the school library media centers. Evaluations will be conducted by the library media specialist, who should conduct both qualitative and quantitative resource measurements. The library media specialists have a responsibility to know their community, curriculum and collection. They are in a unique position to judge whether the collection is in keeping with the objectives set forth in the selection policy. The library media specialist should be continuously re-evaluating the collection in relation to the curriculum content, changing student and faculty needs and teaching approaches. Trained volunteers may be used in the evaluation process if needed.

Measurement tools that may be used to judge the collection can include:

- checklists
- collection mapping
- direct examination
- circulation statistics
- accreditation standards
- user surveys
- usage measurements.

The results of the collection evaluation are a primary consideration in the development of budgets, annual reports and public information data. Collection evaluations must not be used to limit access to the collection. Any items to be removed from the collection must follow the guidelines set forth in the collection maintenance portion of the policy.

### **Collection Maintenance**

The library media specialists of the Chariho Regional School District recognize that materials can become lost, stolen, worn, damaged, or outdated. As part of an ongoing process, the library media specialists must determine which items need to be repaired, replaced or removed from the collection. To maintain collections which are relevant, effective and appropriate to each school's needs, the following guidelines are recommended. Weeding (removal) will be deemed to be necessary when:

1. The item contains out of date or inaccurate information.
2. The item is in poor physical condition.
3. The media center currently owns duplicate copies of the item and the item no longer has the demand it once had.
4. The item has been superseded by a later edition.
5. The item has not circulated in four years.
6. The item is no longer pertinent to the curriculum or students' interests.

Any items that have been weeded due to poor physical condition should be replaced or repaired whenever possible. If it is not possible or advisable to repair or replace these items, a serious effort should be made to locate substitute items with similar scope and content.

When possible, before final weeding decisions are made for items used in curriculum support, teacher and administration input should be sought.

### **Budget Proposals**

Adequate financial resources for the purchase of books, periodicals, audio-visual materials, audio-visual equipment, supplemental print materials, and supplies is necessary for the regular operation of the library media center. Funding for these items should be an ongoing commitment.

### **Other Revenue Sources**

Due to current financial conditions, available funding may not always meet the financial needs of the school library media center. During such times, other sources of funding may be sought. Typical sources might include:

- grants
- parent/teacher organizations
- book fairs
- fundraisers
- lost materials charges and fines

Monies raised from these and/or other sources are to be dedicated exclusively to the library which raised the funds. Such monies should not cause a reduction in the general library budget through either budget transfer, future year budget requests or reduction in current funds.

### **Circulation**

The individual school library media centers may establish their own circulation policies with respect to the size of their individual collections and school needs. These policies should include:

1. Collections
  - a. General book collection
  - b. Paperback books
  - c. Teacher collections
  - d. Reference materials
  - e. Reserve materials
  - f. Periodicals
  - g. Audio-visual materials
  - h. Audio-visual equipment
2. Circulation parameters
  - a. School population
  - b. Community
3. Inter-library loan
4. Checkout procedure
5. Renewals
6. Overdue materials
7. Lost materials

### **Orientation**

Time should be scheduled at the beginning of each academic year for student orientation sessions. Reviewing library media center policies and procedures will reinforce guidelines for that use during the year.

### **Copyright**

There will be no copying of print, video, films, or audio materials not in the public domain without written permission of the producer. Copyright laws will be posted in all school libraries. Students, where appropriate, and other patrons will be acquainted with the full meaning of these laws. All teachers, staff, and media specialists will observe copyright laws.

### **Confidentiality**

The Chariho Regional School District believes that all media center patrons have a right to privacy as guaranteed by the United States Constitution. The library media specialists will strive to protect the privacy of students, teachers, and parents who use the library media center. To assure this, no person who works in the media center, as either a volunteer or paid employee, may divulge any information concerning materials used by a patron. Circulation records are confidential.

Patrons are to be informed personally when they have overdue materials.

Teachers may be asked to help in expediting the return of overdue materials. No lists of overdue or lost items are to be made available to the public under any circumstances.

### **Policy Review and Revision**

Policy development is a continuing process based on the changing needs of the school and community. Library media policies, rules, guidelines, and procedures shall be reviewed and evaluated on an ongoing basis. This will be done according to the procedures established by the administration and the library specialist.

### **Objections to/Requesting Reconsideration of Library Materials**

The parent/guardian of any student or a student over the age of eighteen enrolled in the Chariho Regional School District may address concerns with regard to materials used or not used in the District's educational program. Materials will remain in use until a final disposition as to the appropriateness and/or affordability has been made. Upon receiving a concern, the following will be done:

1. The school official or library media specialist initially receiving the concern will treat that concern in a courteous manner. The concerned party will be referred to the building principal.
2. The principal will request that the concerned party meet informally with the library media specialist. At this time, the school's selection policy should be reviewed with the complainant. If the complainant still finds the offending material unacceptable, alternate reading materials or assignments will be found for the student.
3. If the matter cannot be resolved informally, the concerned party should complete the Request of Reconsideration of Library Materials form. This form should be signed and returned to the library media specialist involved, the building principal and the Assistant Superintendent.
4. Upon receipt of the completed form, the Assistant Superintendent will call a meeting of the Library Media Specialists, members of the Library Media Curriculum Committee as well as selected content leaders, lead teachers, department chairs, two parents and one student (at the secondary level) within



thirty (30) days to review the specific concern and material. The concerned party, the principal and designee(s) from the committee will be notified and invited to attend this meeting and present their findings at this meeting. The committee will select a representative, who will present the recommendations of the committee, in writing, to the Assistant Superintendent within two weeks. If it is possible to locate the reviews of the materials in question, they will also be presented to the committee.

- a. The selected representative of the committee shall be appointed as long as there is no conflict of interest with the material under review, as credibility is of paramount importance.
  - b. The recommendation will be made based on the review of the submitted form and information presented by the concerned party and the principal and/or designee. The recommendation will include a determination to 1) retain the book/material(s) 2) withdraw the book(s)/material(s) 3) limit the educational use of the book(s)/material(s). The recommendation will also include the reasoning behind the determination.
5. A written decision will be sent to the building principal and the concerned party of the committee's decision within ten (10) school days.
  6. The Assistant Superintendent will, at the same time, notify the Superintendent of the complaint and the attempts to resolve the problem.
  7. If the concerned party is not in agreement with the committee's decision, an appeal can be made to the Superintendent at level two of the District's Appeal Policy.  
If the concerned party is not in agreement with the Superintendent's decision, an appeal can be made to the Chariho School Committee within thirty (30) days at level two of the District's Appeal Policy.
  8. Any decision to remove a book from the shelf shall be reported to the School Committee prior to its removal.

**REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS FORM**

Request Initiated by: \_\_\_\_\_

Address: \_\_\_\_\_ Phone \_\_\_\_\_

**Please check type of material:**

- book                       periodical                       newspaper
- software                       website                       picture/diagram
- audio-visual                       map/chart                       podcasts
- Other: \_\_\_\_\_

Subject/Grade/School (specify) \_\_\_\_\_

Author (if any): \_\_\_\_\_

Publisher or producer (if known) \_\_\_\_\_

1) What would you like your school to do about this material?	<input type="checkbox"/> Do not assign it to my child.	<input type="checkbox"/> Withdraw it from all students as well as my child.
2) Concern regarding this material? Please be specific; cite pages or examples.		
3) Why do you believe this material is appropriate or inappropriate for school use?		
4) What do you feel would be the result of reading, listening to, or viewing this material?		
5) For what age group would you recommend this material?		
6) How would this material be of value in the classroom?		

<p>7) Have you read the entire book, viewed or listened to the entire media (in the same format it was presented in the educational setting)?</p>	
<p>8) How did you become aware of this material?</p>	
<p>9) Are you aware of the judgment of this material by educational professionals?</p>	
<p>10) What do you believe is the theme of this material?</p>	
<p>11) Is there other material of comparable educational quality you would recommend that would convey as valuable a picture and perspective of our civilization, or convey the same concepts, or provide the same instruction?</p>	
<p>12) Any additional thoughts or comments would be welcome.</p>	

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