

WATSON CHAPEL LIBRARY MEDIA CENTERS COLLECTION DEVELOPMENT POLICY

MISSION STATEMENT

The primary mission of the Watson Chapel School District Library Media Centers is to enhance student achievement, support the teaching and research activities of faculty and students by ensuring that students and faculty are competent users of ideas and information and to promote a lifelong love of reading.

POLICY AND OBJECTIVES

The library acquires, organizes, preserves, and makes readily available collections of materials.

The school board, administration, and faculty will not deny the freedom to read a book which brings the student to grips with the reality of today's youth.

The selection of books and materials will be judged by the principles listed in the American Library Association of School Librarians School Library Bill of Rights:

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or , views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgement of free expression and free access to ideas.
5. A person's rights to use a library should not be denied or abridged because of origin, age, background or views.
6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

RESPONSIBILITY FOR SELECTION OF MATERIALS

The Board of Education of the Watson Chapel School District is legally responsible for all materials relating to the operation of the Watson Chapel School District libraries.

The Board delegates the responsibility for the selection of library materials to the professionally trained personnel employed by the school system. Selection of materials can involve many people; principals, teachers, supervisors, school library media specialists, students, and parents. Patrons may access materials selected for each school either online or by working with the school librarian, who may be contacted by phone or via Patrons may voice their concerns through the District Challenge Procedures.

CRITERIA FOR SELECTION OF MATERIALS

Curriculum materials should meet the needs of the individual school and individual student. To do this, materials should:

- be based on knowledge of the individual curriculum,
- be relevant to today's world,
- represent artistic, historic and literary qualities,
- reflect problems, aspirations, attitudes, ideals of a society, contribute to the objectives of the instructional program,
- be appropriate to the level of the user,

represent differing viewpoints on controversial subjects, provide a stimulus to creativity, be selected on the basis of content.

DISTRICT FINES AND FEES

Late Fees 10 cents per Begins in LL Owen through High School Limit of fines accrued per book- \$5.00

Damages to books

Torn pages- \$2 each

Torn pocket or tom off pocket- \$2

Writing on pages, page ink or marker\$2 per page Bar code torn off or spine label»2\$ each

Water damage\$2 per page or cost of book

Spine Damage-

Lost book- Cost of book

GIFTS

Gifts of book and other material will be welcomed from individuals and organizations with the understanding that the library media specialist has the right to dispose of unsuitable materials. They will be evaluated in the same way as new materials.

WEEDING

Weeding is as important as book selection in providing accuracy of information. Continuous and systematic weeding and discarding of obsolete or worn-out materials are necessary. A smaller collection consisting of attractive, appropriate, and well used materials is a greater asset to the school than a large amount which tend to take up space because of poor format or content. The criteria for weeding and discarding materials are the same as selecting and evaluating new materials.

Considerations for weeding:

Poor content,

Outdated information,

Titles not appearing in selection aids,

Non-circulation materials,

Inappropriate reading levels,

Physical appearance (wornout, frayed, damaged, etc.).

PROCEDURES FOR RECONSIDERATION OF MATERIALS

If a complaint is made, the following procedures should be followed:

1. Inform the complainant of the selection procedures and make no commitments.
2. Request the complainant to submit a fonnal Request for Reconsideration (see Appendix A). ,
3. Inform the principal and other appropriate personnel.
4. Keep challenged materials on the shelves during the reconsideration process.
5. Upon receipt of the completed form, the principal requests review of the challenged material by an ad hoc materials review committee within thirty working days, and notifies the media specialist and superintendent that such review is being done. The review committee is appointed by the principal, with the concurrence and assistance of the certiñcated library media personnel, and includes media professionals, representatives from the classroom teachers, one or more parents, and at the secondary level one or more students.
6. The review committee takes the following steps añer receiving the challenged materials:
 - a. Reads and views the book in its entirety,
 - b. Checks general acceptance ofthe material by reading reviews and consulting recommended lists,

- C. Determines the extent to which the book supports the curriculum,
 - d. Completes the appropriate "Checklist for School Media Advisory Committee's Reconsideration of Instructional Materials" (see Appendix B), judging the material for its strength and value as a whole and not in part.
 - 7. Present written recommendation of review committee to the superintendent and the school board.
 - 8. Follow recommendations mandated by the school board.
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Appendix A

Please Type or Print . Request for Reconsideration Form (Submit to Pñncipal)

- Book:
- Author:
- Title:
- Publisher: (if known)
- Reguest illed by:
- Name:
- Phone: Cell Phone:
- Address:
- Above Person Represents: ___ Himself ___ Group or organization
- School in which book is used
- 1. Did you read the entire book?
- Name of Group
- 2. To what in the book do you obj ect? (Please be speciñc; cite pages)
- Attach additional pages as needed.

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- . What harmful effects might use of this book have upon students?
 - _ Do you find any instructional value in the use of this book?
 - . What do you believe is the main idea of this book?
 - . How does this book promote social, cultural or lifestyle differences?
 - . In its place what book of equal quality would you recommend that would convey the same picture and perspectives?
 - . What reviews of this material have you read?

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- 9. What action do you recommend be taken dn this material?
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Appendix B

CHECKLIST FOR SCHOOL MEDIA ADVISORY COMMITTEE'S RECONSIDERATION OF CHALLENGED BOOKS

- Title
- Author
- A. Purpose
 - 1. What is the overall purpose ofthe material?
 - 2. Is the purpose accomplished? ___ Yes ___ No
- B. Appropriateness
 - I. Does the material promote the educational goals and objectives ofthe school's curriculum? _ Yes _* No

2. Is it appropriate to the level of instruction intended? ___ Yes ___ No
 3. Are the illustrations appropriate to the subject and age levels? ___ Yes ___ No

C. Content

1. Is the content of this material well presented by providing adequate scope, range, depth, and continuity? ___ Yes ___ No
 2. Does this material present information not otherwise available? ___ Yes ___ No
 3. Does this material give a new dimension or direction to this Subject? Yes ___ No

D. Authenticity (if applicable)

1. Is this author competent and qualified in the field? ___ Yes ___ No ___ N/A
 2. What is the reputation and significance of the author and publisher/producer in the field?
 4. Are information sources well documented? ___ Yes ___ No ___ N/A
 5. Are translations and retellings faithful to the original? ___ Yes ___ No ___ N/A

E. Reviews

1. Source of review

Favorably reviewed Unfavorably reviewed

2. Does this title appear in one or more reputable selection aids?

Yes ___ No ___ N/A If answer is yes, please list titles of selection aids:

Additional comments:

Recommendation by School Media Advisory Committee for treatment of the challenged materials:

Principal Date: _____

Library Media Specialist Date: _____

Advisory Committee Members:

Date: _____ Date: _____

Date: _____ Date: _____