



GUIDELINES FOR THE SELECTION, REVIEW, AND REPLACEMENT OF MEDIA CENTER MATERIALS

Current demands placed upon schools call for an abundance of learning materials. To help meet these demands, the school media center must contain a wide variety of instructional materials which support the curriculum. It also must provide additional material to attract students to reading, viewing, and listening as sources of pleasure and recreation over and above needed subject content. To assure acquisition of these materials in sufficient quantity, variety, and quality, guidelines herein are designed to identify procedures for the selection of materials.

Purposes of the Selection Guidelines

1. To implement the instructional objectives of the Troy School District.
2. To assist media specialists in the selection of instructional materials.
3. To inform the public about criteria upon which selections are made.

Definition of Materials

Media center materials may be those used as an integral part of the curriculum as well as those used to support and enrich beyond the curriculum.

Definition of Selection

Selection refers to the decision that must be made either to add, replace, or retain materials that are in the collection of a media center.

Goals of Material Selection

1. To maintain a well-balanced and broad collection of materials for information, reference, and research.
2. To foster learning as a lifelong activity through exposure to print and non-print materials.
3. To provide recreational media resources.

Responsibility for Selection

The responsibility for the selection of all media centers and instructional materials is legally vested in the Troy Board of Education.

Selection is accomplished as follows:

1. Lists of materials are prepared by building media personnel and presented to building principals with a recommendation to purchase.
2. These recommendations are then subject to review and approval by building principals and appropriate district level administrators as necessary.

General Criteria for Selection

The School Library Bill of Rights for School Library Media Center Programs, which was approved by the American Association of School Libraries Board of Directors in Atlantic City 1969, provides general criteria for selection. The Bill of Rights follows:

1. To provide a comprehensive collection of instructional materials selected in compliance with basic written selection principles, and to provide maximum accessibility to these materials.
2. To provide materials that will support the curriculum, taking into consideration the individual's needs and the varied interests, abilities, socio-economic backgrounds, and maturity levels of the students served.
3. To provide materials for teachers and students that will encourage growth in knowledge and that will develop literary, cultural, and aesthetic appreciation, and ethical standards.

4. To provide materials which reflect the ideas and beliefs of religious, social, political, historical, and ethnic groups and their contribution to the American and world heritage and culture, thereby enabling students to develop an intellectual integrity in forming judgments.
5. To provide a written statement, approved by the local boards of education, of the procedures for meeting the challenge of censorship of materials in school library media centers.
6. To provide qualified professional personnel to serve teachers and students.

Specific Criteria for Materials Selection

Selection of media centers and instructional materials shall be based upon:

1. Relevancy or permanent value
2. Accuracy
3. Authoritativeness
4. Readability
5. Clear presentation and format
6. Educational significance
7. Need and value to the collection

Selection of media centers and instructional materials shall be made either based on reviews and recommendations appearing in recognized professional reviewing media or professional examination.

Acquisition shall be based upon the needs of the school as determined by:

1. Curriculum
2. Budget
3. Balance and variety of existing collection
4. Faculty requests
5. Approval by appropriate administrator

Acquisitions shall be based upon the needs of students as determined by:

1. Knowledge of students' backgrounds and reading abilities
2. Varied maturity levels, abilities, and interests
3. Availability of materials outside of school
4. Student requests

Gifts will be acceptable when they:

1. Meet the same standards as original purchases
2. Require no special conditions
3. May be disposed of as per administrative procedure of Board Policy

Commercially sponsored materials may be accepted when they:

1. Supplement or enrich instruction
2. Meet the same standards as original purchases
3. Have discreet advertising content

Subjects of Frequent Concern

1. Recognition is given to a variety of topics, some of which might be objectionable to certain individuals.
2. Even though ideologies, religion, sex, and impropriety represent areas of frequent concern, the Board of Education accepts the following limitations:

IDEOLOGIES

Instructional materials shall contain factual information on the level of the reading public about any ideology or philosophy which exerts a strong force, either favorable or unfavorable, on youthful readers in areas such as government, current events, politics, education, or any other phase of life.

RELIGION, RACE, OR NATIONAL ORIGIN

Instructional materials about religion, race, or national origin shall be presented in a factual, unbiased manner.

SEX AND PROFANITY

Sensational and overdramatic material will be excluded, but material containing offensive references will not be disqualified automatically. Rather the decision should be made on the basis of whether the book presents life in its true proportions, whether circumstances are realistically dealt with, and whether the book is of literary value. Factual materials of an educational nature on the various reading levels should be included in the library collections.

SCIENCE

Medical and scientific knowledge should be made available without any biased selection of facts.

Definition of review

Any parent or community member who has a concern or question about a resource in our media centers is encouraged to begin the dialogue informally at the building level. Persons with a complaint about library print or digital resources should state their concerns to the school librarian or principal. The librarian or principal will listen attentively to the concerns and attempt to resolve the issue informally. As part of the discussion, the school employee may explain the library's selection policy, selection criteria, diversity of the collection with resources from many points of view, and the selection process.

If the concern/complaint is not able to be resolved informally, the librarian or principal will explain the formal reconsideration process as outlined in Board Policy 3000.06 and Administrative Regulation 3006 which states:

Parents who object to instructional materials or media center materials may present their objection(s) to the Superintendent in writing. The Superintendent will review the parents' objection(s) with the Assistant Superintendents for Instruction and others, at the Superintendent's discretion. The Superintendent, based on this review, will: sustain the objection, in whole or in part, and take action consistent with his or her decision, or deny the objection. In either case, the Superintendent will notify the parents with a brief explanation of his or her decision. The Superintendent's decision will be final and binding.

No library resources should be removed or restricted from use as a result of the informal complaint.

Procedures for Handling Formal Complaints

The following procedures should be followed if, after discussing the questioned resource, no resolution is made.



1. Upon receipt of the formal complaint, the Superintendent and Assistant Superintendent will review the complaint and include appropriate level building administrator(s) and media center specialist(s).
2. The district will convene an internal committee including teacher representatives, building level administrator(s), media specialist(s), and parent/student representation if appropriate.
3. The school district will secure copies of the resources for the committee to review.
4. The school district will provide the reviewing committee with a short formal Intellectual Freedom training, the library's mission statement, selection policy, the Library Bill of Rights, the complaints conveyed, reviews of the resource being reconsidered, and a list of awards or honors, if any. This packet should be created with assistance from the state department of public instruction and the American Library Association's Office for Intellectual Freedom.
5. The district should schedule a formal reconsideration meeting within 15 school days after the formal complaint is received. Additional factors may impact the timing of any review including the school calendar, the number of reviews being processed, the length of material being reviewed (to provide sufficient time for reading/viewing) and the availability of committee members.
6. The review committee should follow the procedures listed below:
 - (a) A member of the committee should keep minutes.
 - (b) All committee members should fully review the resource (read or view the entire work) before convening.
 - (c) The committee reserves the right to use outside expertise if necessary to help in its decision-making process.
 - (d) The committee will review all written concerns as shared by the complainant(s). The complainant may request to further discuss his/her concerns individually with the Superintendent or Assistant Superintendent.
 - (e) The committee will consider whether the selection of the material in question follows the criteria stated in the collection policy.
 - (f) The committee will make its determination by simple majority to retain, move the resources to a different level, or remove the resource. This will be an anonymous vote.
 - (g) The committee's recommendation (including a minority report if needed) shall be presented to the superintendent of schools and the school library media department director within five school days after the decision is made.
 - (h) The superintendent will share his or her decision with the complainant within 10 school days of the committee's recommendation.
 - (i) The Superintendent's decision is final and binding.
7. The work in question will remain on library shelves and in circulation until a formal decision is made.

Definition of Replacement

Replacement refers to the process whereby physically worn or aging materials are removed from circulation and new and/or updated substitutions are integrated into the media center collection.

Replacement Procedures

The building media specialist shall periodically review all materials. Outdated or severely worn materials shall be removed from circulation. Replacements shall be secured as needed. The same criteria used in initial selection shall be used in the selection of replacement materials.

