

SELECTION OF INSTRUCTIONAL & LIBRARY MATERIALS

SELECTION OF INSTRUCTIONAL & LIBRARY MATERIALS:

Library materials shall include all items, both print and non print, of an instructional or recreational nature purchased for the libraries of the M.S.A.D. No. 33.

OBJECTIVES OF SELECTION:

The M.S.A.D. No. 33 School Board Committee recognize that it is the primary objective of the library media centers and the instructional program in our schools to implement, enrich, and support the educational programs of the schools. It is the duty of the library media centers and the instructional program to provide a wide range of materials on all levels of difficulty, with diversity of appeal and the presentation of different points of view.

To this end, the M.S.A.D. No. 33 School Board Committee reaffirms the Bill of Rights for School Library Media Programs and asserts that the responsibility of the School Library Media Center and the instructional program is:

- To provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities, and maturity levels of the students served.
- To provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards.
- To provide a background of information which will enable students to make intelligent judgments in their daily life.
- To provide materials on opposing sides of controversial issues so that young citizens may develop under guidance the practice of critical analysis of all media.
- To provide materials representative of the many religious, ethnic, and cultural groups and their contribution to our American heritage.
- To place principle above personal opinion and reason above prejudice in selection of materials of the highest quality in order to assure a comprehensive collection appropriate for the users of the library media center and a variety of resources to be used in the instructional program: and

In addition, the M.S.A.D. No. 33 board committee recognizes that the final authority as to what materials an individual student will be exposed to rests with that student's parents or guardians. However, at no time will the wishes of one child's parents to restrict his/her reading or viewing of a particular item infringe on other parent's rights to permit their child to read or view the same material.

RESPONSIBILITY FOR SELECTION OF INSTRUCTIONAL AND LIBRARY MATERIALS:

The M.S.A.D. No. 33 School Board Committee is legally responsible for all matters relating to the operation of the schools. The responsibility for the selection of instructional materials is delegated to the professionally trained personnel employed by the School Department.

Selection of materials for the library media centers and the instructional program involves many people: principals, teachers, students and community members. The responsibility for the coordination of the selection of library and instructional materials and the recommendation for purchase rests with the professionally trained, certified library media people and other professional staff members. (The MSAD #33 School Board Committee is responsible to approve a uniform system of textbooks.)

CRITERIA FOR SELECTION

The needs of the individual school based on knowledge of the curriculum and of the existing collection are given first consideration.

Materials for purchase are considered on the following bases: Overall purpose, timeliness or permanence, importance of the subject matter, quality of the writing/production, readability and popular appeal, authoritativeness, reputation of the publisher/producer, reputation and significance of the author/artist/composer/producer, etc., and format and price.

Gift materials are judged by the same standards and are accepted or rejected by those standards. Multiple copies of outstanding and much in demand materials are purchased as needed. Worn or missing standard items are replaced periodically. Out-of-date or no longer useful materials are withdrawn from the collection.

PROCEDURES FOR SELECTION

In selecting the materials for purchase, the professional personnel evaluates the existing collection, consulting reputable, unbiased, professionally prepared selection aids, book reviews, etc., and specialists from all departments and/or all grade levels.

Whenever possible, purchase on non-print materials shall be done only after personal evaluation by the librarian/media specialist or other professional staff. Reviewing aids may be used in lieu of personal evaluation. Books and other print items should be purchased only if favorably reviewed in one or more of the selection aids or if they have been personally reviewed.

CHALLENGED MATERIALS:

Despite the care taken to select materials for student and teacher use and the qualifications of the persons who select the materials, it is recognized that occasional objections may be raised by community members, students, or school staff.

In the event a complaint is made the following procedures will apply:

1. The complaint shall be heard first by the person providing the materials in question.
2. The complainant shall be referred to the building principal and requested to fill out the "Request for Materials Reconsideration" form. A copy of the form will be forwarded to the Superintendent of Schools.
3. The Superintendent shall appoint a committee composed of the following persons: one principal at the appropriate grade level; curriculum coordinator; one librarian/media specialist; one classroom teacher; one community member.
4. The review committee shall: read and examine the materials referred to them; check general acceptance of the materials by reading reviews; weigh values and faults against each other and form opinions based on the material as a whole and not on passages or portions pulled out of context; meet to discuss the material and to prepare a written report on it.
5. The report of the committee shall be forwarded to the Superintendent of Schools who will inform the complainant of the results.

6. No materials shall be removed from use until the committee has made a final decision.

7. The review committee's decision may be appealed to the MSAD #33 School Board Committee. The board may set aside a portion of a regular meeting or call a special meeting for the purpose of receiving testimony from representatives of the various points of view. The material in question shall be:
 1. Reviewed objectively and in its full content;
 2. Evaluated in terms of the needs and interests of students, school, curriculum, and community.
 3. Considered in the light of differing opinions.
 4. Reviewed in light of the criteria for initial selection and purpose as provided herein.

The MSAD #33 School Board Committee will announce its decision in writing not later than the conclusion of the next regular meeting of the MSAD#33 School Board following its receipt of said testimony.

Legal Reference: Title 20A MRSa SEC. 1001 (10-A)
Title 20A MRSa SEC. 1055 (4)
Title 20A MRSa SEC. 4002

MATERIALS

RECONSIDERATION FORM

M.S.A.D. No. 33 LIBRARIES

AUTHOR

TITLE: _____

PUBLISHER

HARDCOVER _____ PAPERBACK

1. IN WHAT SCHOOL IS THE MATERIAL LOCATED?

ELEMENTARY _____ SECONDARY

2. HOW WAS THE BOOK BROUGHT TO YOUR ATTENTION?

3. DID YOU READ THE ENTIRE WORK? YES _____ NO

4. WHAT IS YOUR OBJECTION TO THE MATERIAL/ (BE SPECIFIC; CITE PAGES OR PARAGRAPHS):

5. WHAT, IN YOUR OPINION, IS THE THEME OF THE MATERIAL?

6. DO YOU KNOW WHAT LITERARY CRITICS AND REVIEWERS THINK OF THIS MATERIAL? YES _____ NO

7. WHAT DO YOU FEEL MIGHT BE THE RESULT OF BEING EXPOSED TO THIS MATERIAL?

8. FOR WHAT AGE GROUP WOULD YOU RECOMMEND THIS MATERIAL?

9. WHAT WOULD YOU LIKE THE SCHOOL TO DO ABOUT THIS MATERIAL?

_____ DO NOT LEND IT TO MY CHILD

_____ WITHDRAW IT FROM THE SCHOOL

_____ RETURN IT TO THE SCHOOL STAFF FOR RE-EVALUATION

_____ OTHER (SPECIFY)

Code: IIAC

DEAR CONCERNED LIBRARY PATRON,

WE APPRECIATE YOUR CONCERN. WE WILL FORWARD THIS FORM TO A COMMITTEE APPOINTED BY THE SCHOOL DISTRICT SUPERINTENDENT FOR THE RE-EVALUATION OF BOOKS IN THE SCHOOL. YOU WILL BE NOTIFIED AFTER THE COMMITTEE HAS REACHED ITS DECISION.

LIBRARY BILL OF RIGHTS

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

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, 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 abridgment of free expression and free access to ideas.
5. A person's right 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.

Adopted June 18, 1948

Amended February 2, 1961, June 27, 1967, and January 23, 1980
by the ALA Council.

Approved by the Board of Directors
on 03-05-90
Revised on 03-11-92
Revised on 11-02-92

See Minutes #591
See Minutes #621
See Minutes #630