

TURKEYFOOT VALLEY AREA SCHOOL DISTRICT

No. 109- AR

SECTION: PROGRAMS

TITLE INSTRUCTIONAL MATERIAL

ADOPTED: April 20, 2015

REVISED:

109- AR INSTRUCTIONAL MATERIAL

PHILOSOPHY

The professional staff and school board of Turkeyfoot Valley Area School District endorse the School Library Bill of Rights of the American Association of School Librarians, which is as follows:

- To provide materials that will enrich and support the curriculum, taking into consideration the varied interest, abilities and maturity levels of the pupils served.
- To provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values and ethical standards.
- To provide a background of information this will enable pupils to make intelligent judgments in their daily life.
- To provide material on opposing sides of controversial issues so that young citizens may develop under guidance the practice of critical reading and thinking
- To provide materials representative of the many religions, ethnic and cultural groups and their contribution to our American heritage.
- To place principal above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to assure a compressive collection appropriate for the users of the library.

RESPONSIBILITY

Legal responsibility for the purchase of both print and no-print materials rests with the Turkeyfoot Valley Area School Board; however, final responsibility for selection of the library materials is delegated to the school library media specialist in cooperation with the administration.

SELECTION POLICY

A. Policy and Procedure

1. Selection of materials will be an ongoing process involving the media specialist, administration, teachers, students, parents and community members.
2. Factors of selection consideration shall be support of the curriculum, varies interest of the patrons, maturity and reading levels and backgrounds of the students.
3. Materials selected should be consistent and supportive of the educational needs and goals of the district, the objectives of the individual classes and quality goals of education.

4. Materials purchased may be print or non-print according to the needs of the school.
5. All non-book materials as well as gift materials shall be evaluated according to selection guidelines and made available on the basis.
6. Materials should be reflective of the socio-ethnic, religious and cultural groups and their contributions to our heritage.
7. When selecting materials, the media specialist should evaluate the existing collection and curriculum. Professional aids will be used in ascertaining appropriate materials; these are:
 - a. *School Library Journal*
 - b. *Books for Elementary School Libraries*
 - c. *Wilson's Senior High School Library Catalog*
 - d. *Annual lists and awards (ALA Notable Books, Newberry, etc.)*
 - e. Preview books
8. Removal of materials will depend on timeliness, physical condition and appropriateness of content.

B. Selection Criteria

1. Educational significance
2. Value and need to the existing collection
3. Reputation and significance of author and producer
4. Clarity, adequacy and scope of material
5. Validity, accuracy, objectivity, up-to-datedness and appropriateness of material
6. High artistic quality and literary style
7. User appeal
8. Quality format
9. High degree of readability and comprehensibility.

C. Acquisition Procedure

1. All materials will be purchased from the most cost efficient and cost effective source.
2. Periodicals will be purchased from a subscription agency except for titles that can only be purchased directly from the publisher.
3. Selections will then be forwarded to the Principal for review and then to the business personnel for processing and payment.

WEEDING POLICY

- A. An inventory of the media center is done on a yearly basis. Weeding is the process of removing from the collection those materials that have outlived their usefulness. The purpose of this is to keep the collection up-to-date and locate those books in need of repair or replacement.

- B. Criteria considered in removing library material include but are not limited to:
- Mediocre or poor in quality.
 - Unattractive in appearance due to yellowing of pages or dirty.
 - Poor physical condition.
 - Little or no circulation in the past five (5) years.
 - Outdated or false information.
 - Duplicates of little used works.
 - Subject matter not suitable for students or patrons or titles of passing interest.
 - Reference books will be checked for credibility; older sets of encyclopedias will be available for check-out and classroom use.
 - Textbooks, except single copies, that have reference value.
- C. Weeded materials will be classified as needing to be replaced, discarded, or repaired. All discarded materials will be disposed of as a natural part of material removal from the library.

CHALLENGED MEDIA MATERIALS

The following procedure is recommended in the event that material is challenged:

1. Any person who wishes to register a complaint must complete a “Citizen’s Request for Reconsideration of a Title” form (questioned media #5300, 5400-020191) which has been adopted from the National Council of English Teachers.
2. This form must be submitted to the Superintendent before the complaint is considered.
3. The material will be withdrawn temporarily from the collection.
4. The complaint will be reported to the School Board.
5. A review committee will be appointed by the Superintendent and will consist of:
 - a. The Superintendent.
 - b. The Principal.
 - c. The Media Specialist.
 - d. A teacher from the subject field of the challenged media.
 - e. A member of the School Board.
 - f. A member from the community.
 - g. A student.
6. The material must be read in its entirety by the complainant and the committee members for the complaint to be valid.
7. The review committee may select on one of the four decisions:
 - a. Material remains accessible to all patrons.
 - b. Material is placed in a closed area available only to those students who have a parental permission slip.
 - c. Material is discarded.
 - d. Others as approved
8. The review committee should keep these objectives in mind:
 - a. Challenged media should be considered objectively and unemotionally as an important routine matter.
 - b. An evaluation will be made for specific objectives as well as overall content; the material in its entirety should be considered and not sections taken out of context.
 - c. Curriculum requirement and the best interests of the students will both be important considerations.

9. The complainant may appeal the decision to the School Board who has the final decisions.

CRITERIA USED TO MEASURE RESPONSIVENESS OF COLLECTION TO CURRICULUM

Teachers and students are encouraged to make suggestions for new materials. Knowledge of the collection and current changes in the curriculum relate to the re-evaluation of materials. This re-evaluation in turn directs the replacement or discarding of materials. Teachers are given a list of new titles added to the collection.

UPDATING THE COLLECTION DEVELOPMENT POLICY

The collection development policy will be reviewed every five years. Any necessary revisions will be presented to the School Board for their approval.

Approved 2/5/1991
Reviewed 3/11/02,
FORMERLY 5300 AR
