

LIBRARY MATERIALS SELECTION AND ADOPTION

The Board of Education, as the governing body, is legally responsible for the selection of library materials. Since the Board is a policy-making body, it delegates to professional personnel of the District the authority for the selection of materials in accordance with this policy:

Materials for the school libraries shall be recommended for purchase by the professional personnel of the libraries in consultation with administration, faculty and students. Final decision on purchase shall rest with the Superintendent or his/her designee.

The Board believes it to be the responsibility of the certificated staff to select instructional materials (library books, periodicals, textbooks, supplementary textbooks, maps, globes, charts, slides, prints, films, filmstrips, recordings, etc.) of the highest quality that will support the educational philosophy of the District.

Objective

The school library-media centers are to function as an integral part of the total educational process. Its programs are to reinforce the philosophy of the Hilliard City Schools by “providing meaningful learning experiences for each student as an individual.” To this end, the Board asserts the following as both the objectives and responsibilities of the media centers:

1. to provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities and maturity levels of the students served;
2. to provide materials that will stimulate growth in factual knowledge, literacy appreciation, aesthetic values and ethical standards;
3. to provide a background of information which will enable students to make intelligent judgments in their daily life;
4. to provide materials on opposing sides of controversial issues so that young citizens may develop, under guidance, the practice of critical reading and thinking;
5. to provide materials representative of the many religious, ethnic and cultural groups and their contributions to our American heritage and
6. to place principle above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to assure a comprehensive collection appropriate for users of the library.

Selection Procedures

The media specialist will use all available resources to determine what materials should be purchased for the media center. When selecting titles or subjects for purchase, the following will be considered:

1. requests from teachers, students, administration;
2. regular reading of media reviews;
3. preview of materials;
4. use of guides developed specifically to aid in selection and
5. personal knowledge.

Criteria for Selection

Each year the media specialist will make an assessment to determine what materials are needed to enlarge the scope of the present collection. All forms of media will be considered for purchase. In deciding what materials to order, the following will be considered:

1. replacement of needed, lost, stolen or discarded materials;
2. additions that are necessary because of changes in the curriculum;
3. new areas of knowledge;
4. new types of media and
5. cost (price).

Evaluation of Materials

Materials considered for selection will be evaluated on the basis of:

1. Quality – the materials should meet the qualitative standards set by the media center regarding contents, physical characteristics, reputation of the author, editor, publisher and the reliability of the manufacturer.
2. Suitability – the material should meet the abilities, needs and interests of the students and is presented in an effective media.

3. Usability – the materials should be studied to determine minimum anticipated usage. A reasonable number of uses should be expected in order to justify acquisition; conversely, materials may receive rather limited use but be of permanent value. Adequate equipment needed to use with the media is available.
4. Cultural influence – the materials should represent the views of all cultural, political, ethnic, religious, or social groups. Therefore, controversial materials that inform are acceptable as long as they do not misrepresent or harm any particular person, group or belief.
5. Accessibility – the materials are not readily accessible at another library or would not be more properly housed in another collection.
6. Balance – the acquisition helps to maintain a balanced collection properly proportioned to patron need and use and the departments being served.

Donation of Gifts

From time to time, a person or group may wish to donate a gift of materials or money to the media center. Money donations will be accepted if they can be spent for materials that will be added to the library collection. Before any gifts can be accepted, they must be evaluated using the same procedure followed when selecting materials to be purchased with allocated funds. The final determination about accepting or rejecting gifts will be left to the discretion of the media specialists.

Reviewing the Collection

It is the responsibility of the media specialist to continually re-evaluate the collection to ascertain that it is active and up to date. Materials may be discarded because they are damaged, badly worn, obsolete, or infrequently used. At no time will this practice be used to rid the collection of materials simply because someone disapproved of them.

Censorship

The Hilliard City Board of Education supports the “Library Bill of Rights”. This District supports the idea of freedom of choice and will provide materials on the various viewpoints of the many different issues which exist today. It is recognized by the Hilliard City Board of Education that no individual or group has the right to have materials suppressed because one segment of the community considers them controversial.

Library Bill of Rights

The Council of the American Library Association reaffirms its belief in the following policies which should govern the services of all libraries:

1. As a responsibility of library service, books and other library materials selected should be chosen for values of interest, information and enlightenment of all people of the community. In no case should library materials be excluded because of the race or nationality or the social, political or religious views of the author.
2. Libraries should provide books and other materials presenting all points of view concerning the problems and issues of our times; no library materials should be proscribed or removed from the libraries because of partisan or doctrinal disapproval.
3. Censorship should be challenged by libraries in the maintenance of their responsibility to provide public 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. The rights of an individual to the use of a library should not be denied or abridged because of his/her age, race, religion, national origins, or social or political views.
6. As an institution of education for democratic living, the library should welcome the use of its meeting rooms for socially useful and cultural activities and discussion of current public questions. Such meeting places should be available on equal terms to all groups in the community regardless of the beliefs and affiliations of their members, provided that the meetings be open to the public.

Challenged Materials

Since the following subjects are sometimes topics of criticism, these shall be our policies concerning them:

1. Religion – factual unbiased material which represents all major religions shall be included.
2. Ideologies – the libraries shall, without making any effort to sway the readers' judgment, make available basic factual information on the level of its reading public, or any ideology or philosophy which exerts a strong force, either favorable or unfavorable, on government, current events, politics or any other phase of life.

3. Sex and Profanity – materials presenting accents on sex shall be subjected to a stern test of literary merit and reality by the librarian who takes into consideration the reading public and accepted public moral standards. While we would not, in any case, include the sensational or over-dramatic, the fact of sexual incidents or profanity appearing shall not automatically disqualify a book. Rather the decision shall be made on the basis of whether the book presents life in its true proportions, whether circumstances are realistically dealt with.

In cases where material in the school library is challenged, the following course of action will be followed:

1. All complaints must be written in quadruplet using the enclosed form. One copy is to be mailed to each of the following: the Board, Superintendent, principal, and librarian.
2. All complaints will be reviewed by a committee appointed by the Superintendent consisting of the librarian, an administrator, a teacher in the subject area involved, an English teacher and a member of the Board.
3. After all members of the committee have read the entire work in question, the committee will meet and consider the official complaint. The complainant may meet with the committee in reviewing the case before the committee makes a recommendation to the Board which makes the final decision.

[Adoption date: August 14, 2001]

LEGAL REFS.: ORC 3329.05; 3329.07
OAC 3301-35-03

CROSS REFS.: IIA, Instructional Materials
INB, Teaching About Controversial Issues
KLB, Public Complaints About the Curriculum or Instructional Materials