

## MEDIA SELECTION.

The purpose of the Orwell Town School District Media Selection policy is to guide media personnel and to inform the public of the principles that guide media selection.

A policy cannot replace the judgment of media personnel, but stating goals and indicating boundaries will assist them in choosing from a vast array of available materials.

The libraries/resource centers set as their major goals in selection: A) The advancement of knowledge; B) The education and enlightenment of the students and adults in the school community; C) The provision of recreational reading. Basic to the policy is the School Library Bill of Rights as approved by the American Association of School Librarians Board of Directors, Atlantic City, 1969. It says:

"The American Association of School Librarians reaffirms its belief in the Library Bill of Rights of the American Library Association. Media personnel are concerned with generating understanding of American freedoms through the development of informed and responsible citizens. To this end, the American Association of School Librarians asserts that the responsibility of the school library media center is:

To provide a comprehensive collection of instructional materials selected in compliance with basic written selection principles and to provide maximum accessibility to these materials.

To provide materials that will support the curriculum, taking into consideration the individual's needs, and the varied interest, abilities, socio-economic backgrounds, and maturity levels of the students served.

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.

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.

To provide a written statement, approved by local Board of Education of procedures for meeting the challenge of censorship of materials in school library media centers.

To provide qualified professional personnel to serve teachers and students."

## **DEFINITIONS**

The words media, library materials, or other synonyms as they may occur in the policy have the widest possible meaning; hence it is implicit in this policy that every form of permanent record is to be included whether printed or in manuscript; bound or unbound; photographed or otherwise reproduced. Also included are audio tapes, discs or otherwise; films and pictures in the forms of photographs, paintings, drawings, etchings, etc. Selection refers to the decision that must be made either to add a given item to the collection or to retain one already in it. It does not refer to reader guidance.

## **RESPONSIBILITY FOR MEDIA SELECTION**

The media specialist/librarian will work cooperatively with staff members to interpret and guide the application of the policy in making day-to-day selections; however, final responsibility for media selection lies with the media specialists/librarians.

## **OBJECTIVES**

To provide educational, informational and recreational materials.  
To support and supplement the curriculum.

To utilize the best selection aids so as to provide a balanced approach to controversial questions, a high standard of content, and style, up-to-date and varied materials.

The selection aids used will include:

- Library Journal

- Library Journal Previews

- ALA Booklist

- AAAS Science Booklist and Science Books

- Senior High School Catalog and Supplements

- Professional journals in specialized subject fields

- Reviews from popular magazines and newspapers only as they supplement more qualitative reviews

Selection will not be made on the basis of any anticipated approval or disapproval, but solely on the merits of the work in relation to the collection, correlation with curriculum and interests of students and teachers. Materials will not be marked to show approval or disapproval of the contents, and no cataloged book or other medium will be sequestered except to protect it from harm.

## **PUBLIC SERVED**

First emphasis will be placed upon materials for the student body, the teaching and administrative staff; secondly upon the total school staff, student-teachers and other instructional uses and personnel involved beyond the regular school day; thirdly upon making available to the wider community such resources not otherwise easily available to them, insofar as this does not place an undue burden upon the school.

## **GIFTS**

The library accepts gifts, but reserves the right to evaluate and dispose of them in accordance with the above criteria. Gifts which do not accord with the resource center objectives and policies may be refused. Unsolicited materials of a biased nature may be retained at the discretion of the media specialist/librarian.

## **MAINTAINING THE COLLECTIONS**

Media personnel are expected to use good judgment to remove from the collections whatever no longer serves a need, and to refurbish by rebinding or other means, materials which might suffer deterioration if not so cared for.

## **POLICY REVISION**

This policy will be revised as times and circumstances require.

The attached form is to be used in handling complaints concerning media materials in situations where informal discussion does not resolve the complaint. The complainant should be informed that the complaint will be investigated by the media specialist/librarian - who will respond to the complaint within one week. If the complaint is not resolved, it will be forwarded to the following persons in this order: School Principal, Assistant Superintendent, Superintendent, School Board (each will reply within one week from receipt).

Materials ordered by classroom teachers and other school personnel are not bound by this policy. However, it is suggested that the same form for complaints be used.

APPROVED: April 27, 1993

Orwell Town School Board

CITIZENS' REQUEST FOR RECONSIDERATION  
OF MEDIA MATERIAL

CONFERENCE REPORT

Date \_\_\_\_\_  
Author \_\_\_\_\_  
Title \_\_\_\_\_  
Publisher \_\_\_\_\_  
Request initiated by \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone No. \_\_\_\_\_  
Complainant represents \_\_\_\_\_ himself  
\_\_\_\_\_ group or organization  
(identify) \_\_\_\_\_

(If objection is to material other than a book, change words of the following questions so that they apply. If more space is needed for information, use space provided on the back of this form.)

1. Why do you object to this book? \_\_\_\_\_  
\_\_\_\_\_
2. To what specifically? (Cite pages, etc.) \_\_\_\_\_  
\_\_\_\_\_
3. Did you read the entire book? \_\_\_\_\_ If not, what parts? \_\_\_\_\_  
\_\_\_\_\_
4. What do you feel might be the result of reading this book? \_\_\_\_\_  
\_\_\_\_\_
5. What do you believe to be the theme of this book? \_\_\_\_\_  
\_\_\_\_\_
6. Are you aware of the judgment of this book by professional critics? \_\_\_\_\_  
\_\_\_\_\_
7. What review of this book have you seen? \_\_\_\_\_  
\_\_\_\_\_

8. Would you recommend this book for anyone? \_\_\_\_\_

If so, what age group? \_\_\_\_\_

9. Is there anything good about this book? \_\_\_\_\_

10. What would you like your library/school to do about this book?

\_\_\_\_\_ do not assign/lend it to my child

\_\_\_\_\_ withdraw it from all readers/students as well as my child

\_\_\_\_\_ send it back to the staff selection official/English department office for re-evaluation

11. In its place, what book of equal literary quality would you recommend that would convey as valuable a picture and perspective of the subject treated?

OR what book do you believe should be added to the collection to counter-balance the view points in this book?

\_\_\_\_\_  
Signature of Complainant