

School Library Materials Selection Procedure

Code: IJL

Date Issued: 07-16-07

Revised:

Current Revision:

BENTONVILLE The Bentonville Public School District Library Media Center Selection Procedure for School Library Materials

I. Introduction

Philosophy of the Library Media Center

The school library program, as an integral part of the total curriculum, is the vehicle that provides opportunities for students to learn how to identify, locate, organize, and present needed information in a clear, concise, and persuasive manner, and to foster a lifelong interest in both reading and knowledge. Each student, therefore, should have access to an effective, integrated school library program that reflects the needs of the school community and the world in general.

II. Selection Objectives

School library materials will be selected by the Bentonville School District to support and enrich the educational program. Materials will serve both the breadth of the curriculum and the needs and interests of the faculty and students. It is the obligation of the Bentonville School District to provide for a wide range of abilities and to respect the diversity of many differing viewpoints.

Library materials are defined as all print, non-print and electronic materials and resources, generally found in school libraries, that are used by students and teachers in the District's educational program. Library materials do not include textbooks or any other resources identified for use in the delivery of the curriculum for various courses.

To this end, the Board of Education of the Bentonville Public School System adopts the statement of philosophy expressed by the American Association of School Librarians in the **Access to Resources and Services in the School Library Media Program: an Interpretation of the Library Bill of Rights and NCTE Guidelines**

III. Responsibility for Selection

The Bentonville Board of Education, by state law, is ultimately responsible for all books and materials used in the Bentonville public school system. Responsibilities for actual selection of school library materials shall rest with the certified school library media specialist and other professionally trained personnel, who shall discharge this obligation consistent with the Board's adopted selection criteria and procedures. The library media specialist will work cooperatively with staff members to interpret and guide the application of the policy in making day-to-day selections.

IV. Criteria for Selection

The following general selection criteria will apply to all library materials, including electronic, print and non-print resources.

1. Library materials shall support and be consistent with the general educational goals for the state and district and the aims and objectives of the individual schools and specific courses. Said

materials shall reflect the Bentonville School District's adherence to the goal representing state educational standards.

2. Library materials shall meet high standards of quality in factual content, artistic and literary value, and presentation. Selection is based upon bibliographic reference sources, selected lists, and reviews in reputable professional journals and publications. Materials for purchase are considered on the basis of overall purpose, timeliness, importance of the subject matter, quality of the writing, readability and popular appeal, authoritativeness, reputation of the publisher, reputation and significance of the author, format and price. Materials are selected so as to provide a wide range of levels of difficulty.
3. Library materials shall be appropriate for the subject area and for the age, emotional development, ability level, learning style, and social development of the students for whom materials are selected.
4. Library materials shall meet the needs and interests of students and faculty. They shall stimulate growth in literary appreciation, aesthetic values, and ethical standards, while giving background information which will enable students to make intelligent judgments in their daily life. These materials shall represent sides of controversial issues so that young citizens may develop under guidance the practice of critical analysis of all media.
5. Library materials will 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 each school library media center.
6. Non-print materials will be selected to represent the above-mentioned criteria, as well as materials that are compatible with available technology.
7. The process of evaluating materials for inclusion in collections is continuous and systematic. This process should include the removal of materials no longer appropriate to the school's needs.
8. Materials which are gifts to the Library Media Center shall be evaluated for inclusion into the collection according to the same criteria mentioned above.

V. Objections

Despite the quality of the selection process and the care taken to select appropriate and valuable materials and the qualifications of the persons involved in the selections, occasional objections to materials in the library collection may be made. The questioned material may be temporarily removed from the shelf during reconsideration, but questioned material shall not be permanently removed from the school pending the final decision. In the case of a complaint, the following procedures shall be followed.

1. The initial complaint shall be referred to the library media specialist. Often, an explanation of selection policies, procedures and criteria, plus an explanation of the items placed in the collection and curriculum will suffice.
2. The complainant and the library media specialist will read and examine the material in its entirety. The complainant may wish to meet with the library media specialist after reading and examining the material.
3. Should the issue not be resolved, the complainant should next set up a meeting with the principal and the school library media specialist for further clarification of the district's policy.
4. If still unsatisfied, the principal should provide the complainant with the **Patron's Request for Reconsideration of School Library Material Packet**.

The following procedure will then go into effect.

1. The Patron's Request for Reconsideration of School Library Material Form is to be completed and returned to the principal within seven (7) days after receiving the form.
2. A complainant who does not complete and return the Patron's Request for Reconsideration of School Library Material Form receives no further consideration.
3. The principal will forward the completed form to the appropriate Executive Director of Elementary or Secondary Education who will convene the Reconsideration Review Committee within twenty school days. (see attachment) The superintendent will be notified that such a review is being done. All library media specialists at the appropriate grade level will be notified that such a review is being done and given an opportunity to serve on the Reconsideration Review Committee. **A RECONSIDERATION REVIEW COMMITTEE PACKET (FICTION OR NONFICTION)** shall be given to and completed by each committee member.

The Reconsideration Review Committee will include the following:

- District's Library Media Specialists (at the same grade level)
- Library Media Specialist from the building involved
- The principal from the building involved
- Two teachers from the building involved
- A non-biased parent
- The high school Student Council President, if the material in question is for the secondary level
- Executive Director of Elementary or Secondary Education

The Executive Director of Elementary or Secondary Education will chair the committee. The Reconsideration Review Committee shall read the material in question in its entirety, the objection(s) raised and professional reviews of the material prior to the Committee meeting and complete the appropriate forms.

4. The Reconsideration Review Committee's majority decision will be presented in writing to the complainant, building library media specialist, building principal, and the superintendent within 10 days after the decision is made. The summary of the decision will include relevant professionally prepared selection aids and reviews when available.
5. Further objections to the committee's decision, by either party, may be appealed to the Bentonville Board of Education within thirty (30) days after the complainant and the superintendent receive the decision.
6. Any appeal will be forwarded to the Bentonville Board of Education through the superintendent's office.
7. The Bentonville Board of Education will have the final decision on whether the material in question will remain in the collection.

**BENTONVILLE PUBLIC SCHOOLS
PATRON'S REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS**

School(s) in which item is used: _____

Please check type of material: _____

- Book or e-book
 Periodical

- Video
 Audio
 Other

Title: _____

Author: _____

Publisher or Producer: _____

Request initiated by: _____

Person making the request represents: _____

Do you represent self? _____

Do you represent a group or organization? _____

Address and e-mail address of group: _____

Please answer the following questions as completely as possible. (Attach extra pages if needed to complete statements)

1. To what in the material do you object? (Please be specific, cite exact parts)

2. What do you believe is the theme or purpose of this material?

3. What do you feel might be the result of reading, viewing, or listening to this material?

4. For what age group would you recommend this material?

5. Is there anything of merit in this material? Please comment.

6. Are you aware of the judgment of this material by reviewers?

7. Are you aware of the teacher's purpose in using this material?

8. What would you like your media center to do about this material?

- Do not assign or lend it to my child.
- Withdraw it from all students.
- Send it back to the staff for re-evaluation.

9. In its place, what work of equal value would you recommend that would convey as valuable a picture and perspective of a society or set of values?

Signature of Complainant

Date

Please return the completed form to the school principal within seven (7) days of receipt of the packet.

**BENTONVILLE PUBLIC SCHOOLS
CHECKLIST FOR RECONSIDERATION REVIEW COMMITTEE
OF LIBRARY MATERIAL – NONFICTION**

Title: _____

Author: _____

A. Purpose: _____

1. What is the overall purpose of the material?
2. Is the purpose accomplished? Yes _____ No _____

B. Authenticity:

1. Is the author competent and qualified in the field? Yes _____ No _____

What is the reputation and significance of the author and publisher/producer in the field?

3. Is the material up-to-date? Yes _____ No _____
4. Are information sources well documented? Yes _____ No _____
5. Are translations and retellings faithful to the original? Yes _____ No _____

C. Appropriateness:

1. Does the material promote the educational goals and objectives of the curriculum of district schools? Yes _____ No _____
2. Is it appropriate to the level of instruction intended? Yes _____ No _____
3. Are the illustrations appropriate to the subject and age levels? Yes _____ No _____

D. Content:

1. Is the content of this material well presented by providing adequate scope, range, depth, and continuity? Yes _____ No _____
2. Does this material present information not otherwise available? Yes _____ No _____
3. Does this material give a new dimension or direction to its subject?
Yes _____ No _____

E. Reviews:

1. Source of review: _____
Favorably reviewed _____
Unfavorably reviewed _____

2. Does this title appear in one or more reputable selection aids? Yes _____ No _____

If the answer is yes, please list titles of selection aids:

Additional Comments:

Overall Recommendation by Committee Member:

Signature

Date

**BENTONVILLE PUBLIC SCHOOLS
CHECKLIST FOR
RECONSIDERATION REVIEW COMMITTEE OF LIBRARY MATERIAL
FICTION AND OTHER LITERARY FORMS**

A. Purpose:

What is the purpose, theme or message of the material? How well does the author/producer/composer accomplish this purpose?

1. If the story is a fantasy, is it the type that has imaginative appeal and is suitable for children?
Yes _____ No _____
for young adults? Yes _____ No _____
If both are marked "No", for what age group would you recommend the book? _____
2. Will the reading and/or viewing and/or listening to material result in more comprehensive understanding of human beings? Yes _____ No _____
3. Does it offer an opportunity to better understand and appreciate the aspirations, achievements, and problems of various minority groups? Yes _____ No _____
Are there any questionable elements of the story that are an integral part of a worthwhile theme or message? Yes _____ No _____

B. Content:

1. Does a story about modern times give a realistic picture of life as it is now?
Yes _____ No _____
2. Does the story avoid an oversimplified view of life, one which leaves the reader with the general feeling that life is sweet and rosy or ugly and meaningless? Yes _____ No _____

3. When factual information is part of the story, is it presented accurately?
Yes _____ No _____
4. Is prejudicial appeal readily identifiable by the potential reader?
Yes _____ No _____
5. Are concepts presented appropriate to the ability and maturity of the potential readers?
Yes _____ No _____
6. Do characters speak in a language true to the period and section of the country in which they live? Yes _____ No _____
7. Does the material offend in some special way the sensibilities of women, ethnic groups, or other groups by the way it presents either the chief character or any of the minor characters?
Yes _____ No _____

8. Is there preoccupation with sex, violence, cruelty, brutality, and aberrant behavior that would make this material inappropriate for children? Yes _____ No _____
 For young adults? Yes _____ No _____
9. If there is use of offensive language, is it appropriate to the purpose of the text for children?
 Yes _____ No _____
 For young adults? Yes _____ No _____
10. Is the material free from derisive names and epithets that would offend women, ethnic groups or other groups?
 Yes _____ No _____
 Children? Yes _____ No _____
 Young adults? Yes _____ No _____
11. Is the material well written or produced? Yes _____ No _____
12. Does the story give a broader understanding of human behavior without stressing differences of class, race, color, sex, education, religion or philosophy in any adverse way?
 Yes _____ No _____
13. Does the material make a significant contribution to the history of literature?
 Yes _____ No _____
14. Are the illustrations appropriate and in good taste?
 Yes _____ No _____
15. Are the illustrations realistic in relation to the story?
 Yes _____ No _____

Overall Recommendation by Committee Member:

Signature

Date

BENTONVILLE PUBLIC SCHOOLS
RECONSIDERATION REVIEW COMMITTEE REPORT FORM
(Attach extra pages if needed to complete statement)

Physical description of challenged material: (author, title, publisher, copyright, producer, etc.)

Justification for inclusion of material: (include them and purpose)

Critics' judgment of material: (if possible include copies of reviews indicating the source)

Materials Evaluation Committee's decision and comments: (include statements from majority and minority positions)

Signatures of Committee Members:

Copies sent to:

Central Administrative Office _____

Complainant _____