

POLICY

**Board of Education
Bernards Township**

**FILE CODE: 2530
LIBRARY-MEDIA CENTER MATERIALS SELECTION**

The Board of Education believes that library-media centers in the Bernards Township School District exist primarily for educational purposes and for the implementation of classroom activities. They are an integral part of the curriculum, offering enrichment for students and resource materials for faculty.

The responsibilities of the school library are:

To provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities, and maturity levels of the pupils served;

To provide a background of information which will enable pupils to make intelligent judgments in their daily life;

To provide materials representative of the many religious, ethnic, and cultural groups and their contributions to our American heritage;

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. (See, School Library Bill of Rights.)

Responsibility for Materials Selection:

The Library/Media Specialist is responsible for the evaluation and selection of material in consultation with the building principal. Final authority for distribution of funds rests with the building principal under the direction of the Superintendent. Purchase suggestions are encouraged from all sources including: teachers, department coordinators, curriculum supervisors, administrators, students and members of the public.

Other Guidelines:

- I. The Library/Media Center welcomes gifts of books and other materials provided:
 - A. They meet the same standards of selection as those applied to original purchases.
 - B. They can be integrated into the general Library/Media Center collection.
 - C. The Library/Media Center may offer the gift to another library or institution if it is useful, but not needed in the school Library/Media Center.
 - D. The Library/Media Center may dispose of the gift at its discretion if it is out-of-date or in poor physical condition not warranting the cost of repair.

POLICY - Continued

Board of Education
Bernards Township

FILE CODE: 2530
LIBRARY-MEDIA CENTER MATERIALS SELECTION

- II. Worn or missing standard items should be disposed in accordance with Policy 7300 and should be replaced if the items continue to meet the selection criteria.
- III. Out-of-date or no longer useful materials should be withdrawn from the collection. Materials shall be examined on a continuous basis for the purpose of identifying items to be withdrawn. Factors influencing the decision to withdraw are:
 - A. Age
 - B. Condition
 - C. Accuracy of information
 - D. Circulation history
 - E. Suitability to student population served
 - F. Curriculum needs

Principles of Evaluation and Selection:

- I. Materials should have these elements of quality:
 - A. Permanent or timely value
 - B. Accuracy
 - C. Authoritativeness
 - D. Clear presentation, readability, popular appeal
 - E. Format - substantial binding and paper; clear print
- II. Books and other materials should appear with a favorable designation in one or more of the recognized reviewing media found in academic collections, unless it is possible to examine and evaluate them carefully before purchase. (Examples of reviewing media are School Library Journal, The Elementary School Library Collection, and The Junior and Senior High School Library Catalogs.)
- III. Factors influencing selection are:
 - A. Curriculum
 - B. Reading interests and abilities of students
 - C. Backgrounds and maturity of students
 - D. Need to develop a balanced collection
 - E. Literary value
 - F. Size of the budget
 - G. Need for multiple copies

POLICY - Continued

Board of Education
Bernards Township

FILE CODE: 2530
LIBRARY-MEDIA CENTER MATERIALS SELECTION

- IV. As appropriate, materials selected should be free of sexual bias and accurately reflect all religious, social, political, and ethnic groups and their contributions to our American heritage, as well as a knowledge and appreciation of world history and culture.

Challenged Material:

- I. Inquiries shall be referred to the principal of the involved school.
- II. If the above matter is not resolved by the principal in a timely manner, the principal and the complainant will document the criticism on the attached form.
- III. The principal will appoint a committee of three to five persons to evaluate the materials and make recommendations back to the principal within ten (ten) days of its appointment. The committee membership shall include at least two (2) persons not employed by the Board of Education. The committee has the authority to interview the parties concerned and review relevant documents.
- IV. If the issue is not resolved by the review committee, or if the principal or the complainant wish to have the decision reviewed further, the principal is to forward all information and documents to the Superintendent of Schools. The Superintendent will review the matter and forward a decision to the principal and the complainant within ten (10) school days of receipt of the materials. The Superintendent has the authority to conduct the investigation in whatever manner deemed necessary.
- V. The challenged material shall remain in use until a decision is made. The best interests of the students, the school and the curriculum shall be given utmost consideration.

ADOPTED: December 19, 1988

REVIEWED: November 20, 2002