

DATE: February 7, 2008

LIBRARY MEDIA CENTER MATERIALS SELECTION

RESPONSIBILITY:

The School Library Media Specialist is responsible for the evaluation and selection of material. 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, supervisors, administrators, students, and members of the public.

PROCEDURE:

PRINCIPLES OF EVALUATION AND SELECTION

- I. Library Media Specialists should select materials having 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, clean graphics

- II. Factors influencing selection are:
 - A. Curriculum
 - B. Reading interests and abilities of students
 - C. Background and maturity of students
 - D. Need to develop a balanced collection
 - E. Literary value
 - F. Size of the budget
 - G. Need for multiple copies

- III. 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, Best Books for Children and Middle and Junior High School Library Catalog.)

- 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.

OTHER GUIDELINES

- I. The Library Media Center welcomes gifts of books and other materials provided:
 - That they meet the same standards of selection as those applied to original purchases;
 - They can be integrated into the general Library Media Center collection;
 - 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; and
 - The Library Media Center may dispose of the gift at its discretion if it is out-of-date, or in poor physical condition not warranting the cost of repair.
- II. Worn or missing equipment should be disposed of in accordance with Policy No. 7300 and should be replaced if the items continue to meet educational needs.
- 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 Out-of-date or no longer useful materials should be withdrawn from the collection.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 include:
 - Age
 - Condition
 - Accuracy of information
 - Circulation history
 - Suitability to student population served
 - Curriculum needs

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 a "Citizen's Request for Reconsideration of a Book or Other Material." (see attached form)
- III. The Principal will appoint a committee of five persons to evaluate the materials to make recommendations back to the Principal within ten (10) 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 to review relevant documents.
- IV. If the issue is not resolved by the review committee or if the Principal or 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) 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.

**BERNARDS TOWNSHIP SCHOOLS
CITIZENS REQUEST FOR RECONSIDERATION OF A BOOK OR OTHER MATERIAL**

Please fill out in duplicate

Date _____

TITLE _____ AUTHOR _____

Publisher (if known) _____

Request initiated by _____

Name

Address

Telephone

Complainant represents:

_____ Self

_____ Name of Organization

_____ Identify other group

1. To what in the material do you object? _____

2. What do you feel might be the result of using this material? _____

3. For what age group do you think the material would be suited? _____

4. Did you read the entire book or review the material? _____

5. Quote or refer to offensive passages or parts and give their page number (or other reference).
Use additional sheet or attach copies if necessary. _____

6. Please specify what you found worthwhile about this material. _____

7. Other thoughts you may wish to express: _____

Signature of Complainant

Adapted from the Student's Right to Read of the National Council of Teachers of English.

DO NOT WRITE BELOW THIS LINE

Date this form received: _____

Date complainant notified of decision regarding the material questioned:
