

InstructionLibrary Material Selection and Reconsideration

The Governing Board recognizes the value of well equipped and maintained libraries so that students will have access to a wide range of materials and ideas. Quality materials allow students to examine significant issues in an appropriate way. The Board agrees that at all times the school libraries should be maintained at the highest level possible within existing financial limitations.

(cf. 6144 - Controversial Issues)

(cf. 6161.1 - Instructional Materials Selection and Reconsideration)

(cf. 6163.4 - Student Use of Technology/Internet Access)

Legal Reference: EDUCATION CODE
 18100-18172 School libraries
 18175-18179 California public school library protection act

Policy adopted: 7/10/01

InstructionMaterial Selection Procedures for Libraries*Philosophy*

In our democracy, public education has the responsibility to provide learning resources which aid the individual in the pursuit of education, information, and personal fulfillment. Additionally, it is inherent in a democracy that its citizens have access to resources that reflect social, cultural, political and philosophical diversity, supporting the concept that intellectual freedom and access to information are prerequisite to effective and responsible citizenship. Our educational system must therefore allow access to a full range of materials to ensure the preservation of a free society.

Materials selected for library use should also provide for the greater sophistication of youth and the increased expectations of teachers; curriculum and research support appropriate to grade levels must be available. Finally, materials should be selected to meet students' needs for personal enrichment in order to encourage students to be lifelong readers and learners.

Responsibility for Selection

The Governing Board Is legally responsible for the selection of library materials. Since the Board is a policymaking 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 selected by the professional personnel of the libraries in consultation with the administration, faculty and students. Final decision on purchases shall rest with the Superintendent or his designee.

Obsolete Library Materials

The disposition of old and obsolete instructional materials shall be accomplished under the direction of the Superintendent of schools in accordance with state and District regulations.

(cf. 3260. - Sales and Disposal of Books, Equipment, Supplies and Property)

General Policy

The Governing Board supports the principles of intellectual freedom described in the American Library Association's School Library Bill of Rights.

Objectives of the School Library Collection

The school library is an integral part of the instructional program of the school and as such its objectives agree with the stated policy of the District and support and implement its specific educational goals. Teachers and administrators are encouraged to make full use of the facilities of each school library as a means of supporting, enriching and extending the educational program of the school.

Criteria for Selection of Library Materials

Materials shall support the general educational goals of the District. They will be selected on the basis of need and suitability. The following criteria will provide the basis for the selection of materials:

1. Materials shall be selected for their contribution to the implementation of the curriculum.
2. Materials shall contribute to the balance of the collection.
3. Provision will be made to assure a wide range of materials on many levels of difficulty.
4. The content of the materials shall be valid, reliable and complete.
5. Consideration shall be given to the qualifications, reputation and significance of those responsible for creating the materials.
6. Materials shall foster respect for and help students gain awareness of contributions of many groups that make up our society.
7. Materials will be selected that present information in a clear, well-organized fashion. The readability shall correspond to the reading ability of the intended users.
8. Materials shall reflect high artistic and literary quality.
9. Materials shall be evaluated as a whole, judging controversial elements in context rather than as isolated parts.

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10. In specific areas, such as science and technology, materials shall be examined for currency of information.
11. In order to provide balance, materials on controversial issues shall be selected to represent the fullest possible range of contrasting points of view.
12. Consideration will be made on the basis of the work's general literary quality and on whether it deals with situations realistically. The use of profanity, sexual incidents or violence in a literary work should not automatically disqualify such material and will be considered for age appropriateness.
13. Materials on religion shall be chosen to explain, not to indoctrinate.
14. Materials on human physiology, physical maturation or personal hygiene should be accurate and objectively presented.
15. Materials shall portray women and men, boys and girls in a wide variety of occupational, emotional and behavioral situations.

Selection Tools for Library Materials

Reputable professionally prepared selection aids shall be consulted as guides by the librarian in making selections. Where such selection aids fail to cover newly published or other titles, the librarian shall exercise professional judgment to select titles according to the criteria for selection. Teacher recommendations of materials that would enrich the educational objectives should be given special consideration for purchase within the criteria for selection.

Gift Materials

Any materials donated by an individual or organization shall be subject to the same criteria for selection as all materials purchased by the school district. Final selection and acceptance for use shall be at the discretion of the librarian.

Reconsideration of Materials

On occasion the suitability of a particular title/material may be challenged. The challenged material will not be removed from the library until a final disposition of the complaint has been reached. Use of the challenged material may be administratively restricted while the review is being conducted. Such cases will be handled by the following procedures:

1. All requests shall be presented, in writing, on the District form, signed by the complainant and filed with the Superintendent or his/her designee.
2. Upon receipt of the completed form, a Reviewing Committee of at least five persons selected from the following shall be formed:
 - a. The principal of the school where the material is used
 - b. A librarian from the District
 - c. The school department head or a teacher knowledgeable in the field questioned
 - d. A District administrator
 - e. A Governing Board member
 - f. A parent representative from the site's School Site Council

The latter three persons and the committee chairperson shall be appointed by the District Superintendent.
3. The Reviewing Committee shall read and evaluate the questioned material with the specific objections in mind within ten working days upon receipt of the written complaint by the Superintendent. They shall use the Checklist for Reconsideration in their reconsideration of a title and complete the process as rapidly as possible. The final recommendation shall be presented to the Governing Board in writing.
4. Upon receipt of the Reviewing Committee's report, the Board shall make the final decision as to whether the material will be retained or removed from the school library or the instructional program. Notification as to the final decision and the action taken will be made in writing to the individual members of the Reviewing Committee and to the person bringing the challenge.

Regulation approved: 7/10/01