

CURRICULUM DEVELOPMENT - SELECTION OF INSTRUCTIONAL MATERIALS - PRINCIPLES AND POLICIES FOR BASIC SELECTION AND PROCEDURES FOR RECONSIDERATION OF ELEMENTARY AND SECONDARY SCHOOL LIBRARY MATERIALS

A wide variety of appropriate school library materials is needed to support the philosophy, goals and instructional programs of Mingo County Schools. These materials include library books, filmstrips, records, tapes and other forms of audiovisual materials for teaching, learning, and interest fulfillment.

Objectives

The primary objectives in the selection of school library materials are as follows:

1. To support and enrich all areas of the curriculum.
2. To meet the needs, abilities, interests and maturity levels of students.

In order to achieve these objectives, Mingo County Schools endorses the following principles as set forth by school librarians for School Library Media Center Programs.

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 varied interests, 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 religions, social, political, historical and ethnic groups and their contribution to the American intellectual integrity in forming judgements.

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

To provide qualified professional personnel to serve teachers and students.

Policy for Legal Responsibility

The Board of Education serves the Mingo County Schools and is legally responsible for all library resources. The Board delegates authority and responsibility to each school for establishing selection and acquisition procedures that will take into consideration the students' cultural backgrounds, curricular and individual needs as well as the budgetary factors of the school.

Personnel for Selection of School Library Materials

Materials selection is an ongoing process in which the principal, teachers, media personnel and parents should participate. It is recommended that the principal involve various personnel in the selection of the resources for the library or instructional materials center by appointing a school media advisory committee.

The size of the student body and the curriculum will determine the number of persons to serve on this committee. The committee should include the media personnel, at least one teacher representative from each area of the curriculum (subject areas, grade levels, or teacher teams), one or more parents and one or more students at the senior high school level whose parents have given consent in writing to their serving on this committee.

Functions of the School Media Advisory Committee

1. Become familiar with Mingo County's "Basic Selection Principles for School Library Materials." (See following section.)
2. Develop written guidelines for the selection of the individual school's library materials based on "Basic Selection Principles for School Library Materials." (See following section.)
3. Recommend library materials needed in specific curricular areas.
4. Determine priorities of requests for school library material.
5. Maintain an up-to-date school library collection by continuous examination of the existing collection in order to replace worn materials and to withdraw out-of-date and inappropriate materials.
6. Evaluate new library materials before they are used by the students.

Basic Selection Principles for School Library Materials

The process of examining and evaluating materials being considered for purchase is continuous and systematic. It is preferable to preview materials which are being considered for purchase; however, selection may be made from bibliographic tools, selected lists and reviews which appear in library and educational journals.

Gifts, free and inexpensive materials and sponsored materials should be judged and accepted by the same standards observed in the selection of materials to be purchased.

School library materials shall:

1. Meet high standards of quality in content and presentation.
2. Be appropriate to the ability, need and interest of the student.
3. Be suitable for the grade level and various subject areas.
4. Be objectively and impartially selected to provide a balanced collection.
5. Be selected for their strength and value. The value and impact of a literary work must be examined as a whole and not in part--the impact of the entire work being more important than the word, phrase or incidents out of which it is made.

Procedures for Reconsideration of Library Materials

Despite both the care taken to select appropriate materials for student and teacher use and the qualifications of persons who select materials, occasionally there will be objections to a selection. When parents or guardians request permission to review materials in the library or instructional materials center, they should in no way disrupt the normal operations of a school. The parent or guardian must have a child in the school where the complaint is filed. If a complaint is made, the following steps shall be taken:

1. School personnel will be courteous to complaints. No commitments should be made. The school principal should be notified.
2. The complainant should arrange a conference with the principal.
3. Principal invites complainant to file his objections in writing.
4. A complainant who does not complete and return the form together with the challenged material to the principal will receive no further consideration.
5. Upon receipt of objections in writing, the School Media Advisory Committee will take the following steps after receiving the challenged materials:
 - a. Read the entire book, view and/or listen to material in its entirety.
 - b. Check general acceptance of the material by reading reviews and consulting recommended lists.
 - c. Judge material for its strength and value as a whole and not in part - the impact of the entire work being more important than the word, phrase or incidents out of which it is made.

Procedures for Library Materials Needing Further Review

1. The principal will:
 - a. Notify Central Office
 - b. Forward letter to superintendent for challenged material.
2. The Central Office will review materials. If there is a need for further review after the superintendent's staff has studied the materials, they will request the Library Council to review all materials.
3. The Mingo County Curriculum Advisory Council will take the following steps after receiving the challenged materials:
 - a. Read the entire book, view and/or listen to material in its entirety.
 - b. Check general acceptance of the material by reading reviews and consulting recommended lists.
 - c. Judge material for its strength and value as a whole and not in part - the impact of the entire work being more important than the word, phrase or incidents out of which it is made.
4. The Superintendent will review the recommendations of the Advisory Council and request conference with school personnel.
5. The Superintendent will notify complainant and the Board of Education concerning recommendation for challenged material.
6. The final review of the challenged material, if necessary, will be made by the Mingo County Board of Education.