

SECTION: INSTRUCTION

TITLE: Materials Selection
Policy--Libraries

ADOPTED: 10/17/89

RE-ADOPTED: 6/19/12

REVISED: 5/25/04;6/23/08

Oxford Area School District

6300. MATERIALS SELECTION POLICY--LIBRARIES

I. Policies

A. Objectives

The Oxford Area School District is committed to an educational program which will help each pupil develop his/her talents through relevant and diversified instruction. The district's philosophy is to encourage each pupil to respect himself and others through appropriate classroom procedures and cultural and recreational activities. It maintains that each student be presented with a realistic understanding of the society in which he lives and that each be encouraged to make responsible social and economic contributions.

The school libraries' primary function is to support and enrich the educational programs of the schools by maintaining a well-balanced, up-to-date collection with a wide range of materials on all levels of difficulty.

In choosing resources, foremost consideration is given to those materials which fulfill the requirements of the various curricular areas.

B. Responsibility

The Oxford Area Board of School Directors assumes legal responsibility for acquisitions. The actual selection of materials lies with professionally trained library personnel who know the courses of study, the methods of teaching, and the differences and interests of students and staff.

Oxford Area School District
Administrative Procedures

MATERIALS SELECTION POLICY - LIBRARIES

A. Criteria

The Oxford Area Board of School Directors recognizes that free access to many different types of instructional material is necessary and that it is the responsibility of the library staff to select such materials. It is essential that all resources selected for use in the schools be in accordance with the following standards:

1. Books, all reading matter, equipment, models, audio-visual materials, etc., are chosen for values of interest, ability and enlightenment of all students. Instructional materials are not excluded because of race, nationality, political, or religious views or style of the author.
2. There is the fullest practical provision of materials presenting all points of view concerning problems and issues of our times, international, national, and local.
3. Materials are evaluated to select those whose presentation and subject matter are suitable for the grade and interest level at which they are to be used. They are to be considered in relation to both the curriculum and the personal interest of students and staff.
4. Instructional materials must also meet the following standards:
 - a. permanent or timely value
 - b. accuracy
 - c. authoritativeness
 - d. clear presentation and readability
 - e. appropriate format (substantial binding and paper, clear print)
 - f. suitability to the individual reader (popular appeal)
 - g. literary and aesthetic quality
 - h. pertinent and well-executed illustrations

5. Judgment for the selection is based on the total effect of the resource and not on the presence of words, phrases or situations which in themselves might be objectionable.

B. Policy on Controversial Materials

We, as educators, have a professional right and profound responsibility for disseminating information and protecting our students' freedom to learn. Our patrons must be able to choose freely from a diversified collection that is not exclusive. We must provide materials which give an honest presentation of life, thus allowing our students to form sound, ethical values which allow them to cope as adults in a world of many different peoples, ideologies and controversies.

Materials that reflect political, economic, religious, social, minority and sexual issues are available in order to meet the interest and research needs of the patrons.

The principles of intellectual freedom are protected by the First Amendment of the United States Constitution. We are also guided by ALA's Library Bill of Rights and the Freedom to Read statement. The position of the school district is that no parent has the right to limit reading, viewing or listening materials for students other than his/her own child.

PROCEDURES

A. For Implementation

1. Building a "quality" collection depends on careful planning based on an understanding of changing school programs, interests, abilities and difficulties of the libraries' patrons, and knowledge of available materials.
2. A continuous reassessment of the existing collection is performed by the librarians.
3. Faculty and administration are strongly encouraged to make recommendations for purchases. Acknowledging the fact that the teachers are specialists in their respective fields and have first hand knowledge of the curriculum, priority is given to the requests they submit.
4. Students' suggestions are considered.

5. Selection of materials is assisted through the reading, examination and/or checking of standard evaluation guides.

B. For Maintenance of Collection

1. Gifts, sponsored materials and ephemeral materials are judged for their usefulness by the librarians in accordance with Board Policy 1225.
2. Weeding is the process of withdrawing from the collection those materials no longer suitable for use.

Basis for weeding are:

- a. materials in poor physical condition
 - b. materials superseded by more current information
 - c. materials no longer appropriate to, nor supportive of the existing and ever-changing curriculum
 - d. materials no longer of student interest particularly if a resource has not been checked out for five years.
3. Lost and discarded materials are replaced at the discretion of the librarians based on:
 - a. availability of other materials on the same subject
 - b. availability of more recent or better resources
 - c. continued demand for the materials in question
 4. Encyclopedias and reference books are replaced at regular intervals in order that research needs be met.

C. For Reconsideration of Challenged Materials

1. The complainant should discuss the challenged resource with the individual (librarian or teacher) before formal procedures are implemented.
2. All criticisms not resolved at this level should be addressed to the principal. If the complainant is still not satisfied, the challenge procedure will then be initiated.
3. The use of challenged material by a class, school or District shall not be restricted until a final disposition of the written complaint has been made. The complainant has the right to request of the principal that his/her child be excused from using the challenged material after filing the citizen's request form. The teacher will then assign the student alternate material of equal merit.

CHALLENGE PROCEDURE

1. Complainant will be given copies of the Materials Selection Policy and the Citizen's Request for Reconsideration of Instructional Materials.
2. The principal will notify the librarian/teacher and superintendent of schools that the challenge has begun.
3. Upon receipt of the written form, the Advisory Committee will be notified. This committee will consist of:
 - a. all school librarians
 - b. a building principal
 - c. a teacher from each building
 - d. a member of the Board of Education
 - e. a member of the Oxford Parent/Teacher Organization
 - f. a representative of the student body when appropriate
4. Both the complainant and the teacher/librarian will have the opportunity to state their positions before the Advisory Committee.
5. The Advisory Committee will evaluate challenged material and all available critical reviews.
6. The report of the Advisory Committee's decision will be completed within ten school days and submitted in writing directly to the complainant. Copies of the report will be given to the superintendent, all building principals, all appropriate personnel and any involved teacher, all members of the Advisory Committee and members of the Board of Education.
7. No material will be removed from use until the Advisory Committee has made its final decision.
8. Appeal of the decision can be made to the School Board.

OXFORD AREA SCHOOL DISTRICT
OXFORD, PENNSYLVANIA

CITIZEN'S REQUEST FOR RECONSIDERATION OF INSTRUCTIONAL MATERIAL

(Please submit in duplicate)

Initiated by: _____

Address: _____ Telephone: _____

Complainant represents:

_____ Self

_____ Organization _____
(Name)

_____ Group

(Identify)

Type of media questioned:

_____ Book, DVD

_____ Other (please specify)

Author _____

Title _____

Copyright Date _____

Please respond to the following questions. Use an additional sheet of paper if needed.

1. Do you have a child in the Oxford Area schools using this resource:
_____ Grade

2. What do you feel might be the result of his/her use of this material?

3. Why do you object to this instructional material? Please be specific. Cite pages.

4. Is there any value or worth in this media? _____ If you feel there is, name its redeeming qualities.

5. Did you review the entire resource? _____ If not, what parts have you reviewed?

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

7. Have you read any reviews of this resource? _____ If so, cite source and comment.
8. What do you believe is the theme or purpose of this work?
9. For what age group would you recommend this material?
10. What would you like your school to do about this resource?
- _____ Do not assign it to my child
- _____ Withdraw it from all students' use
- _____ Send it to an advisory committee for reevaluation
11. What replacement would you recommend which would fulfill the same purpose as the material to which you object?

Signature of complainant

Date