

PINE GROVE AREA SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: SCHOOL LIBRARY
PHILOSOPHY AND
MATERIALS SELECTION

ADOPTED: August 20, 1998

REVISED:

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| <p>1. Guidelines</p> | <p>109.1. SCHOOL LIBRARY PHILOSOPHY AND MATERIALS SELECTION</p> <p><u>Philosophy and Policy Statement</u></p> <p>The Pine Grove Area School District Libraries subscribe to the Philosophy of Education and Goals of Education adopted by the Pine Grove Area School Board on August 9, 1973 and October 11, 1979, respectively.</p> <p>The Pine Grove Area school libraries function as an integral part of the total educational program. The goal of the school library program is to facilitate and expedite the realization and attainment of a quality, optimum education by each student. To reach this goal the following objectives give purpose and direction to the library program:</p> <ol style="list-style-type: none"> 1. To provide an educationally functional and effective library program which will meet adequately the developmental needs of the curriculum and the personal needs, interests, goals, abilities, and creative potential of the students. 2. To provide informed and concerned guidance in the use of library services and resources which will personalize teaching and individualize learning. 3. To provide a planned, purposeful, and educationally significant program which will be integrated appropriately with the classroom teaching and learning program. 4. To provide library resources which will stimulate and promote interest in self-directed knowledge building. <p>Pine Grove Area's school librarians also affirm their belief in and support of the School Library Bill of Rights as endorsed by the American Association of School Librarians which asserts that the responsibility of the school library is:</p> <p>To provide materials that will enrich and support the curriculum, taking into consideration the varied interest, abilities and maturity levels of the pupils served.</p> |
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| <p>2. Delegation of Responsibility</p> | <p>To provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards.</p> <p>To provide a background of information which will enable pupils to make intelligent judgments in their daily life.</p> <p>To provide materials on opposing sides of controversial issues so that young citizens may develop under guidance the practice of critical reading and thinking.</p> <p>To provide materials representative of the many religious, ethnic, and cultural groups and their contributions to our American heritage.</p> <p>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 the users of the library.</p> <p>While the legal responsibility of all instructional materials is vested in the Board, the final responsibility for the selection of library materials has been delegated to the school librarians of the district.</p> <p>The professionally trained librarians, in cooperation with administration, faculty, and students, are responsible for identifying, ordering, and organizing materials which will implement, enrich, and support the educational program of the school and will meet the needs, interest, goals, concerns, and abilities of the individual students.</p> <p>As the responsibility for maintaining a balanced and dynamic collection is delegated to the librarians, final discretion in purchase of materials rests with them. All requisitions for purchase of library materials should be channeled through the librarian's office to the administrative superior.</p> <p>All library materials are to be selected by the librarians at each level: elementary, middle school, and high school. The following factors are considered in the selection process:</p> <ol style="list-style-type: none">1. To supply materials lacking in a certain field.2. To bring information up to date.3. To replace lost or stolen materials.4. To replace damaged and discarded materials. |
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5. To provide additional copies of popular titles.
6. To supply materials within the range of reading ability of all students.
7. To fill the needs of all students in academic areas as well as creative and recreational areas.

Administrators, faculty, and students are encouraged to suggest materials to be added to the library collection and to share in evaluating materials being considered for purchase.

Whenever possible, materials, both print and non-print media, are to be examined physically before purchase. If possible, materials should be bought "on approval" and, if judged unsuitable, returned to the vendor for credit. Pilot testing of materials in a classroom teaching situation is to be employed where class reaction and student use are to be determined.

Selection of materials will be assisted by the reading, examination, and checking of standard evaluation aids.

CRITERIA FOR THE SELECTION OF MATERIALS

1. Books and other materials shall be selected for educational, artistic, and/or creative needs and values.
2. There will be the fullest practical provision of materials presenting all points of views concerning the problems and issues of our times: international, national and local.
3. Materials will be examined to select those in which the subject matter and presentation exhibits a high degree of readability and/or comprehensibility, high potential user appeal and quality of format.
4. The value of the materials must be commensurate with the cost and/or need.
5. A book will not be excluded because of the race, nationality, or political or religious views of the writer.

6. Books or other reading matter of sound factual authority will not be removed from library shelves because of partisan or doctrinal disapproval.
7. Materials meeting the above criteria will not be banned, but books or materials of an obscene nature or those advocating overthrow of the government of the United States by force or revolution shall not be recommended for purchase.

Gifts

Gifts will be judged by the same criteria as materials which are purchased. Materials which do not meet these standards will not be accepted.

It will be at the discretion of the librarian to accept or reject gifts of reading materials based on the criteria used for purchased materials.

Challenged Materials

The librarian will not arbitrarily remove challenged materials from the library. The review of questioned materials should be treated objectively, unemotionally, and as a routing matter by a Library Media Review Committee which will be formed at each organizational level. The committee will be composed of the following members:

1. Building librarian.
2. Building principal.
3. Three (3) faculty representatives appointed by the principal.

Library Review Committee Purpose and Guidelines

The purpose of the committee is to:

1. Provide a citizen who has concern about materials with an opportunity to have his/her questions carefully considered.
2. Protect the academic freedom and freedom to read for the school staff and students.
3. Provide the Superintendent and the Board with considered judgment on both the appropriateness of the material and whether or not the accepted procedure of selecting materials has been followed.

When called upon to consider a particular inquiry, the committee is free to request the presence of any person directly involved with the material in question (i.e. teachers from subject areas relevant to the inquiry), to provide justification for that material being in the library.

The report of the committee will include both an evaluation of the material in question and a review of the procedure by which it has been selected. The recommendation of the committee will be considered final after ten (10) days, in order to give the citizen time to have a personal hearing with the committee if s/he feels it is necessary.

The Superintendent will be notified of the recommendation and make a decision to withdraw or retain the material in question.

Appeals from the decision of the committee may be made through the Superintendent to the Board for a final decision.

The following procedures will be adhered to if a complaint is registered:

1. Any person registering a complaint will discuss the material(s) in question with the librarian.
2. The individual will complete a request for reconsideration.
3. The Library Media Review Committee will meet to consider request for removal.
4. The Library Media Review Committee will prepare a report concerning its findings and recommendations for the building librarian.
5. The building librarian will review the report with the individual registering the complaint.
6. The matter is then referred to the district Superintendent for a decision to remove or retain the materials in question.
7. Appeals from the Superintendent's decision, made by the librarian or complainant, will be referred to the Board for a final decision.

Weeding

The condition of the materials and their use will be considered in weeding materials from the library shelves. Materials which have been outdated and/or have been replaced by newer up-to-date materials will be discarded. Before a final decision is made by the librarian, those items withdrawn will be discussed with faculty members who would be most likely to use these items for class assignments.

Replacement

Materials which have been discarded will be replaced if the librarian and the faculty feel there is an actual need for this material.

ANY MATERIALS REFERRED TO IN THE ABOVE SELECTION POLICY ARE TO INCLUDE BOTH PRINT AND NON-PRINT FORMS OF LIBRARY MATERIALS.

PINE GROVE AREA SCHOOL DISTRICT

REQUEST FOR RECONSIDERATION OF SCHOOL MATERIALS

(Please fill in as completely as possible)

A. Author: _____ Hardcover: _____ Paperback: _____ Other: _____

Title: _____

Publisher (if known): _____

B. Request initiated by: _____

Address: _____ Telephone: _____

C. Requestee represents:

Himself/Herself _____

Organization (name) _____

Other (identify) _____

D. Identification of Complaint: (If objection is to material other than a book, change wording of the following questions so they apply).

1. What do you believe to be the theme of this book? _____

2. Have you read the entire book? _____ If no, what parts have you seen or read? _____

3. To what on the book do you object? (Please be specific: cite pages.) _____

4. What do you feel would be the result of reading or seeing this book? _____

5. Is there anything good about this book? _____

6. For what age group would you recommend this material? _____

7. What would you like your school to do about this book?

_____ do not assign/lend it to my child.

_____ withdraw it from all readers/students.

_____ have it re-evaluated by an appropriate committee.

8. In its place what book of equal literary quality or educational value would you recommend that convey as a valuable a picture and perspective of the subject treated? _____

(Signature of Complainant)