

Norfolk Public Schools

Library Media Centers'

Selection and
Reconsideration Policy

Norfolk School Board approved

Original~ June 2006

Revised~ September 22, 2014

Dear Norfolk School District Students and Parents:

The Library Media Program of Norfolk School District is an integral part of the district curriculum through teacher/media specialist collaboration and by providing information opportunities for personal choice and exploration for the students. The school library media center is a place where students may explore their interests, expand their imaginations, and develop their abilities to think critically and creatively as they become informed and empowered citizens.

The district has adopted a board-approved Selection and Reconsideration Policy to insure that materials are provided for a variety of interest, ability, and maturity levels. Selections are made for both intellectual and entertainment purposes representing the many religious, ethnic, and cultural groups in our community, nation, and world.

The purpose of the Selection and Reconsideration policies is to insure materials of literary merit and age-level appropriateness are provided for the students of this district.

If you have questions or concerns, please do not hesitate to contact your building principal. Our district's goal is to offer the best collection of materials possible for our students.

Sincerely,

Chip Layne
Superintendent

Norfolk Public Schools
Library Media Center

Selection Policy

A. Mission Statement

Norfolk School District is a K-12 school district with 450 students distributed between 2 campuses. The Norfolk School District Board and the professional library media staff have embraced a mission to promote a lifelong love of learning within all students. It is the pledge of the media center staff to provide physical and intellectual access to information in all formats resulting in a rich environment of diverse ideas. It is inherent within this pledge that all persons have the right to free access to ideas and free expression. No one shall be denied access to materials because of origin, background or views. Materials are provided for users with special needs as much as possible within the existing budget. The media centers are the informational hubs of their respective buildings, providing information resources to students, faculty, parents, and community members. Each media specialist accepts the responsibility to be the leader and initiator of information literacy into the curriculum. It is believed that the collaboration of ideas between the teachers and media specialists can best achieve the critical thinking and authentic learning desired by the district. Each library media center is committed to support the curriculum and personal interests of the users at Norfolk School District.

B. Selection Objectives:

The primary objective of the collection is to provide a diverse collection of materials in all formats to enrich the curriculum and meet the needs of faculty and students of the district. This diverse collection will respond to multicultural diversity, developmental differences, and a wide variety of learning styles. Electronic information will be accessible to all students

including Internet access. The media specialists as the information specialists will instruct users in accessing information in all formats.

The library media specialist at each media center will solicit input from faculty, administration, students, and community members to make informed decisions regarding the collection. Priority will be given to those requested materials, which show a direct correlation to the frameworks and curriculum. Additionally the specialists will utilize selection tools, preview options, and exhibits to make informed choices.

C. Responsibility for Selection

The Board of Education for Norfolk School District is responsible for the materials used in the district. They assign the authority and responsibility to select these materials to the Superintendent of Schools. Responsibilities for actual selection will be given to the professionally trained media personnel for library collection decisions. Textbook adoption committees will be created to select textbooks. Each committee will include content specialists to guide the textbook decisions. Regarding the library media collection, selection requests made by the faculty, students, administration, and community members will be given full consideration.

D. Selection Criteria

The following criteria will be considered in information resource selection:

1. Pertinence to curriculum
2. High quality in regard to:
 - a. accuracy of information
 - b. physical format
 - c. favorable reviews and recommendations
 - d. user appeal
 - e. technical superiority of sound and cinematography
 - f. accurate in terms of content

- g. acceptable in literary style and technical quality
- h. cost effective in terms of expected use
- 3. Materials meet standards of diversity and opposing viewpoints
 - a. multicultural
 - b. unbiased
 - c. contribute a valid viewpoint for controversial subject matter
 - d. motivate students to examine their own attitudes and to understand their rights, duties, and responsibilities
- 4. Appropriately meets the needs of age, social and emotional development, ability levels, and learning styles of intended audience

E. Selection Tools

1. Reviewing media

- a. Award-winning titles including Caldecott, Newbery, Coretta Scott King, Arkansas Diamond, and Charlie May Simon
- b. Booklist
- c. School Library Journal
- d. Kirkus Reviews
- e. American Film & Video Association Evaluations
- f. Horn Book
- g. AAAS Science Books and Films
- h. Publishers Weekly

2. Bibliographies

- a. H. W. Wilson Catalog Series
- b. Elementary School Library Collection
- c. Other special bibliographies prepared by educational organizations for particular subject matter areas.

3. Vendor Catalogs

These catalogs from publishers can be useful for determining ordering availability but should not be mistaken for selection tools.

4. Preview

Librarians may accept boxes of books for preview from book distributing companies.

F. Formats

1. Print

- a. It is recommended that library-bound hardbacks be purchased whenever economically possible. Paperbacks may be purchased as additional copies of popular books.
- b. Periodicals may be purchased in either print or electronic formats.
- c. Newspapers will include the state newspaper and local paper at a minimum. Other papers may be added as deemed necessary.
- d. Pamphlets will be included in the collection if they support the informational needs of the patrons. This medium will be organized in an information file by subject rather than traditional cataloging.
- e. Reference materials in both print and electronic format will be selected for their recognized authority, ease of use, and usefulness for the information needs of the patrons.

2. Audio-Visual Materials

- a. VHS or DVD materials will pertain to the curriculum and shall be rated "G" for *General Audiences*. Special consideration may be made for "PG" rated movies at the librarian's discretion.
- b. Purchases shall be compatible with available equipment.
- c. Sound recording purchases will be made with curriculum correlation in mind.

3. Electronic resources

- a. information should be accurate and current
- b. should be an easy to use format

4. Internet

a. All students will be granted access to the Internet in accordance with the Acceptable Use Policy. This informational tool will be used for educational objectives. Students will have access to the state databases and a host of reliable informational sources.

b. The Internet provides opportunities to instruct students in developing information seeking strategies. The Norfolk School District endorses the information literacy standards set down by the American Library Association and the Association for Educational Communications and Technology in Information Power: Building Partnerships for Learning.

c. Students will be required to sign the school district's Acceptable Use Policy. This document will outline the responsibilities of the students and provide guidelines for acceptable and unacceptable use of the Internet.

G. Gifts

The Norfolk School District gratefully accepts donations. All donations are subject to the selection criteria previously outlined. In addition, each library will have available to donors a list of potential purchases that would benefit that particular library. The decision to add items to the library collection rests with the certified library personnel. Those items not added to the collection will be returned to the donor if requested, used to fill the needs of the Little Free Library, or disposed of as determined by library personnel.

H. Inventory and Weeding

a. Inventory

A complete inventory of library holdings will be taken on a semi-annual basis.

b. Assessment

Collection development begins with an assessment of the needs of the curriculum and student population. Library media specialists will make yearly and long-range plans to provide guidance for future purchases. Assessment of the collection includes taking inventory of existing materials, assessing materials in relation to the needs of instruction and weeding outdated and inappropriate materials.

The inventory is a process by which the holdings are checked against the automated cataloging system and the actual item to determine if the resource is still part of the collection and still meets selection criteria. The objective of this inventory is to ensure that the automated cataloging system accurately reflects the collection, which is the key access point for students and teachers to locate information within the library. This procedure should not disrupt the library media program as automation of school library holdings greatly speed up the process using the barcode-scanning feature.

c. Weeding

Weeding is recognized as an essential component of maintaining a current and relevant collection. Materials shall be weeded on a regular schedule. The following criteria will be considered to determine those items to be removed from the shelves:

1. not relevant/current
2. items don't meet curriculum
3. poor condition
4. visually unappealing
5. unneeded duplicates

6. not checked out in past 10 years for nonfiction/5 years for fiction
7. biased/ contains stereotypes
8. older editions
9. are inappropriate in reading level

I. Intellectual Freedom Statement

The overriding guiding principle of all selection decisions lies within the freedoms protected by the First Amendment. The Norfolk School District endorses "The Freedom to Read Statement," issued by the American Library Association and the Association of American Publishers.

J. Library Materials Reconsideration Policy

The Norfolk School District has taken great care in creating a selection process that will provide appropriate and worthwhile materials to its patrons. Occasional objections to instructional materials arise to certain selections. When this occurs, the principles of freedom of information, and the students' right to access of materials are defended rather than the material in question. The principles of intellectual freedom are inherent in the First Amendment to the Constitution of the United States. These principles are expressed in the Library Bill of Rights.

This school district values the comments from members of the community. Patrons, who include: staff, students, parents, and community members, are welcome to express their opinions about the libraries and the collection. If an individual or a group challenges a material, the procedures for reconsideration should be followed. No material shall be removed from the school except upon the recommendation of the reconsideration committee with the concurrence of the Board of Education.

Procedures for handling complaints:

1. The objection will be reported to the school principal. The principal shall contact the complainant and attempt to resolve it informally by explaining the policies of the school media center.
2. If the principal cannot resolve the objection verbally, and the complainant wishes to pursue the matter further, then a written "Request for Reconsideration" shall be completed by the complainant. If the complainant has not submitted the form within ten working days, then the matter is considered closed.
3. Upon the presentation of the completed "Request for Reconsideration" form, a committee will be appointed to examine the material in question. The committee shall consist of two teachers, one media specialist and one administrator from the school district. Two neutral parents (may be selected from a neighboring community) will also comprise part of this committee. This committee will deliver their findings within 25 days from the date the Request for Reconsideration was submitted.
4. The committee will review the objection in depth using the district's selection policy. The committee will follow the guidelines set forth in the "Instructions to Reconsideration Committee". The decisions and recommendations of the committee shall be submitted to the superintendent, whom will then notify the principal and present the findings to the school board.
5. The principal shall notify the complainant of the committee's decision. If the committee decides to keep the material in question, then the complainant shall be given an explanation. If the committee agrees that the complaint is valid, then the principal will acknowledge it and make the recommended changes.
6. If the complainant is still not satisfied, he/she may ask the Superintendent to present an appeal to the Board of Education. The board will then make the final decision regarding the issue.

INSTRUCTIONS FOR RECONSIDERATION COMMITTEE:

- Thoroughly study the materials in question and the school district's materials selection policy. Keep in mind the principles of intellectual freedom and base your decision on those principles rather than the defense of materials.
- Consider the material as a whole. Pieces of the work should not be evaluated out of context.
- Allow the complainant to express his/her objections to the work and listen with an open mind.
- Judge whether the resource conforms to the district's principles of selection and prepare a report presenting your conclusions. Explain how you reached your decision and include resources that were used to assist you in reaching that decision.
- Your report will be presented to the superintendent at the conclusion of the discussion.

*Policy approved by the Norfolk School Board in June 2006; revised approved on September 22, 2014.

Norfolk Public Schools Library Media Centers

(School Board approved September 22, 2014)

Request for Reconsideration:

Name: _____ Date: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone number: _____

Representing: self _____ Organization _____

Name of Organization (if applicable): _____

Have you discussed your objection with the principal, librarian, or a teacher? Yes No

If yes, please list the staff member with whom you have spoken: _____

Title of the challenged item: _____

Author/Performer: _____

Publisher: _____

Copyright Year: _____

Print material (please circle): book textbook magazine newspaper play pamphlet

Non-print material: video photo sound recording computer software

Other: _____ Please explain: _____

Please respond to the following questions:

1. Have you read, heard, or examined this material in its entirety: Yes No

If no, which part did you read or view? _____

2. How did you learn of this work? _____

3. Specify the portion of the work you found objectionable. Please cite specific passages, pages, section, etc..... (You may attach additional pages to thoroughly explain your complaint if necessary.) _____

4. What do you believe is the purpose of this work? _____

5. Have you read our district's Material Selection Policy? Yes No

6. Could you find any value in the work? (Please describe) _____

7. Are you aware of any professional reviews of the work? (Please list)

8. How would students be affected by exposure to this work? _____

9. What work of equal value would you recommend to replace this work?

Printed Name: _____

Signature: _____ Date: _____

Received by: _____ Date: _____