

## INSTRUCTION

### Library Media Centers

#### A. Objectives of Selection

1. The primary objective of the school's Library Media Center is to implement, enrich, and support the educational program of the school. It is the duty of the library media specialist to provide a wide range of materials on all levels of difficulty, with diversity of appeal, and the presentation of different points of view.
2. To this end, the Board of Directors of the Central Kitsap School District endorses the SCHOOL LIBRARY BILL OF RIGHTS, which is included in the ALA STANDARDS FOR SCHOOL LIBRARY PROGRAMS:
  - a. To provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities, and maturity levels of the pupils served.
  - b. To provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards.
  - c. To provide a background of information, which will enable pupils to make intelligent judgments in their daily life.
  - d. To provide materials on opposing sides of controversial issues so that young citizens may develop under guidance the practice of critical reading and thinking.
  - e. To provide materials free of sex bias in content and illustration and materials/aids to counteract sex bias content in any existing District instructional materials.
  - f. 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.

#### B. Responsibility for Selection of Materials

1. The Central Kitsap Board of Directors is legally responsible for all matters relating to the operation of the Central Kitsap Schools.

2. The responsibility for the selection of instructional materials is delegated to the professionally trained personnel employed by the school system.
3. Selection of materials involves many people—principals, teachers, supervisors, and library media specialists. The responsibility for coordinating the selection of instructional materials and making the recommendation for purchase rests with the professionally trained media personnel.

C. Criteria for Selection of Instructional Materials

1. Needs of the individual school based on knowledge of the curriculum and of the existing collection are given first consideration.
2. Materials for purchase are considered on the basis of:
  - a. Overall purpose
  - b. Timeliness or permanence
  - c. Importance of the subject matter
  - d. Quality of the writing/production
  - e. Readability and popular appeal
  - f. Authoritativeness
  - g. Reputation of the publisher/producer
  - h. Reputation and significance of the author/artist/composer/etc.
  - i. Format and price
3. Requests from faculty and students are given consideration.

D. Procedures for Selection

1. In selecting materials for purchase, the library media specialists evaluate the existing collection and consult:
  - a. Reputable, unbiased, professionally prepared selection aids.
  - b. Specialists from all departments and/or grade levels.
2. In specific areas the library media specialist follows these procedures:
  - a. Gift materials are judged by basic selection standards, and are accepted or rejected by these standards.
  - b. Multiple items of outstanding and much-in-demand media are purchased as needed.
  - c. Worn or missing standard items are replaced periodically.

- d. Out-of-date or no longer useful materials are withdrawn from the collection.
  - e. Sets of materials and materials acquired by subscription are examined carefully, and are purchased only to fill a definite need.
3. Salespersons must have prior consent of individual library media specialists before visiting any school site.
  4. Some material may be considered appropriate only for more mature students. A library media specialist may require parent permission before circulating such material.

E. Challenged Materials

1. Occasional objections to a selection will be made by the public, despite the care taken to select valuable materials for student and teacher use and the qualifications of persons who select the materials.
2. The principles of the freedom to read and of the professional responsibility of the staff are to be given strong consideration when weighing a complaint.
3. A file is kept on materials likely to be questioned or considered controversial.
4. If a complaint is made, the procedures are as follows:
  - a. Explain library selection procedures.
  - b. Be courteous, but make no commitments.
  - c. If the complaint cannot be satisfactorily resolved, direct the complainant to the principal to obtain a "Citizen's Request for Reconsideration of Instructional Materials" form.
  - d. The completed form will be delivered by the principal to the superintendent, executive director of curriculum and instruction, and the person(s) primarily responsible for the utilization of the materials.
  - e. Inform the coordinator of instructional materials of the complaint.
  - f. The superintendent shall call a meeting of the library materials review committee (L.M.R.C.)
  - g. The L.M.R.C. selection committee will consist of at least:
    1. Two (2) elementary media specialists,
    2. One (1) junior high media specialist, and
    3. One (1) high school media specialist.

- h. The L.M.R.C. selection committee will:
  1. Read and examine materials referred to it,
  2. Check general acceptance of the materials by reading reviews,
  3. Weigh values and faults against each other and form opinions based on the material as a whole and not on passages pulled out of context,
  4. Meet to discuss the material and to prepare a report on it. The report will include a recommended disposition to the complainant, and
  5. Submit copies of the decision, in writing, to the school principal, the superintendent, the person(s) primarily responsible for the utilization of the materials, and the complainant.
  
5. The complainant may appeal the decision of the L.M.R.C. selection committee to the instructional materials committee.