

## LIBRARY MATERIALS SELECTION AND ADOPTION MEDIA PROGRAM

The media program of the Gallipolis City School District exists to enrich and support the educational program and to generate understanding of American Freedom through the development of informed and responsible citizens.

To achieve these ends, the media center maintains a materials collection wide enough in its coverage to meet the demands of both teachers and students in the areas of reading, viewing, and listening...for pleasure and recreation as well as needed subject content.

### Objectives of Selection

1. The primary objective of the school's educational media center is to implement, enrich, and support the educational program of the school. It is the duty of the center to provide a wide range of materials on all levels of difficulty, with diversity of appeal, the presentation of different points of view.
2. To this end, the Board of Education of the Gallipolis City School District reaffirms the objectives of the standards in Media Programs, District and School, prepared jointly in 1969 and revised in 1975 the American Association of School Librarians and the Department of Audiovisual Instruction, and asserts that the responsibility of the library media center is:
  - 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 analysis of all media.
  - e. To provide materials representative of the many religious, ethnic, and cultural groups and their contributions to our American heritage.
  - 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 media center.

### Responsibility for Selection of Materials

1. The Gallipolis City Board of Education is legally responsible for all matters relating to the operation of the Gallipolis City School District.
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, and media specialists. The responsibility for coordinating the selection of instructional materials and making recommendation for purchase rests with the professionally trained media personnel.

### 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/producer, etc.
- i. format and price
- j. Requests from faculty and students are given consideration.
- k. Subject area being emphasized for curriculum revision will be given special consideration.

### Procedures for Selection

1. In selecting materials for purchase, the media specialist evaluates the existing collection and consults:
  - a. Reputable, unbiased, professionally prepared selection aides
  - b. Specialists from all departments and/or all grade levels
2. In specific areas the 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. Sets of materials and materials acquired by subscription are examined carefully, and are purchased only to fill a definite need.
  - e. Salesmen must have permission from the principal's office before going into the media center.

### Procedure for Discarding

In discarding materials the media specialist follows these procedures.

1. Worn items, if no longer useful or timely, are withdrawn from the collection.
2. Out-of-date materials are withdrawn from the collection.
3. No longer useful materials are withdrawn from the collection.
4. If the media specialist is in doubt about the usefulness of a book, the subject area teacher is consulted for an opinion.
5. In every case the principal is apprised of materials being recommended for discard.
6. No materials may be withdrawn without administrative approval.

### 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 qualification of persons who select the materials.
2. The principles of the freedom to read and of the professional responsibility of the staff must be defended, rather than the materials.
3. The materials in question shall be reviewed by a committee of six composed of:
  - a. Superintendent or his designee
  - b. Building Principal
  - c. Teacher from the building involved in the subject field of the questioned material
  - d. Lay person interested in school affairs, appointed by the Superintendent or his designee

- e. A member of the Board of Education

The review committee shall function at the call of the Superintendent or his designee upon receipt of a complaint.

- 4. If a complaint is made, the procedures are as follows:
  - a. Be courteous, but make no commitments.
  - b. Invite the complainant to file his objections in writing and offer to him the prepared questionnaire attached to this policy, so that he may submit a formal complaint to the media committee.
  - c. Temporarily withdraw the material pending a decision of the media committee.
  - d. The media committee will:
    - i. Read and examine materials referred to it.
    - ii. Check general acceptance of the materials by reading reviews.
    - iii. Weigh values and faults against each other and form opinions.
    - iv. Meet to discuss the material and to prepare a report on it.
    - v. File a copy of the report in the principal's office.
  - e. Every opportunity shall be afforded those persons or groups questioning school materials to meet with the committee and present their opinions. The school librarian and any other persons involved in the selection of the questioned material shall have the same opportunity.
  - f. The best interests of the students, the curriculum, the school, and the community shall be of paramount consideration.

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