

Topic:

Library Media Services Collection Evaluation and Selection

Reference or Contact: **Director of Digital Learning**

The school librarian refers to reputable, professionally prepared selection aids, as well as reviews from professional organizations and periodicals. The librarian uses a variety of district-approved vendors. The materials in TISD libraries will be selected in accordance with Temple ISD Board Policy (EF Local).

The Board shall rely on District professional staff to select and acquire instructional resources that:

- 1. Enrich and support the curriculum, taking into consideration students' varied interests, abilities, learning styles, and maturity levels.*
- 2. Present various sides of controversial issues so that students have an opportunity to develop, under guidance, skills in critical analysis and in making informed judgments in their daily lives.*
- 3. Represent many ethnic, religious, and cultural groups and their contributions to the national heritage and world community.*
- 4. Provide a wide range of background information that will enable students to make intelligent judgments in their daily lives.*

Selection Criteria

In the selection of instructional resources, professional staff shall ensure that the resources:

- 1. Support and are consistent with the general educational goals of the state and District and the aims and objectives of individual schools and specific courses consistent with the District and campus improvement plans.*
- 2. Meet high standards for artistic quality and/or literary style, authenticity, educational significance, factual content, physical format, presentation, readability, and technical quality.*
- 3. Are appropriate for the subject area and for the age, ability level, learning styles, and social and emotional development of the students for whom they are selected.*
- 4. Are designed to help students gain an awareness of our pluralistic society.*
- 5. Are designed to provide information that will motivate students and staff to examine their own attitudes and behavior; to understand their duties, responsibilities, rights, and privileges as citizens participating in our society; and to make informed choices in their daily lives.*
- 6. Library selections are integral to the instructional program, are appropriate for the reading levels and understanding of students, reflect the interests and needs of the students and faculty, are included because of their literary or artistic value*

and merit, and present information with the greatest degree of accuracy and clarity.

Journal-based selection sources:

<u><i>American Libraries</i></u>	<u><i>Kirkus Reviews</i></u>	<u><i>Texas Library Journal</i></u>
<u><i>Booklist</i></u>	<u><i>Library Journal</i></u>	<u><i>School Library Journal</i></u>

Further considerations:

- Recommended state and national award lists such as those found on the American Library Association and Texas Library Association websites
- Reputation of and significance of the author, producer and publisher
- Peer recommendations
- Publishing date
- Durability and price
- Freedom from stereotyping

Multimedia Selection and Use

For the purpose of these guidelines, multimedia includes movies, music, streaming video, live performances, and recordings of live performances.

The following guidelines are required for showing multimedia in the classroom:

- Preview any materials to be shown.
- Follow district policy.
- Observe all copyright laws.

1. District Policy EFA (LOCAL)-X

In the selection of instructional resources other than textbooks, especially library acquisitions and supplemental materials for classroom use, professional staff shall ensure that materials:

- a. Support and are consistent with the general educational goals of the state and District and the aims and objectives of individual schools and specific courses consistent with the District and campus improvement plans.
- b. Meet high standards in presentation, format, readability, content, accuracy, artistic or literary quality, and educational significance.
- c. Are appropriate for the subject and for the age, ability level, learning styles, and social and emotional development of the students for whom they are selected.
- d. Are designed to provide information that will motivate students to examine their own attitudes and behavior, to understand their rights, duties, and

responsibilities as citizens, and to make informed judgments in their daily lives.

2. Copyright Law - Education Exemption Clause The Educational Exemption, also called the "face-to-face teaching exemption," is a precise activity which allows the legal use of movies in certain types of teaching. In order for a movie to be considered an "Educational Exemption," all criteria must be met:
 - a. A teacher or instructor is present.
 - b. The showing takes place in a classroom setting with only the enrolled students attending.
 - c. The movie is used as an essential part of the core, current curriculum being taught. (The instructor should be able to show how the use of the motion picture contributes to the overall required course study and syllabus.)
 - d. The movie being used is a legitimate copy, not taped from a legitimate copy or taped from TV.

NOTE: Your school may have a Public Performance Site Licensing. If so, you have copyright license to view movies for non-teaching activities. Check with your school office to see if your campus has this licensing.

Processing New Materials

Processing tasks are completed when traffic is slow in the library to allow maximum time to be spent with students. Adult and/or student volunteers may complete most of these tasks. Pre-processed materials are ordered to streamline the task. When new materials arrive (including equipment, DVDs, kits, etc), the librarian and/or assistant will follow the Processing Guidelines in the Librarians' Procedures Manual.

Equipment

All purchased equipment—including cameras, DVD players, projectors, E-readers—should be properly cataloged and maintained. Perform routine cleaning and minor repairs throughout the year, and schedule major repair as necessary. Many devices, such as E-readers and tablets, must be ordered and inventoried directly through the district's technology department. Complete a district asset transfer form for irreparable or irrelevant equipment.

Periodicals

Periodicals are an important part of any library media center collection and can be used for both instructional purposes and reading for pleasure. All members of the learning community should have access to periodicals while on campus.

Topic:

Challenging Library Materials

Reference or Contact: **Director of Digital Learning**

The selection of library acquisitions on controversial issues shall endeavor to maintain a balanced collection representing various views. Library materials shall be chosen to clarify historical and contemporary forces by presenting and analyzing intergroup tension and conflict objectively, placing emphasis on recognizing and understanding social and economic problems.

A parent of a district student, any employee, or any district resident may formally challenge an instructional resource used in the District's educational program on the basis of appropriateness by consulting with the campus principal. The school receiving a complaint shall try to resolve the matter amicably using the following procedure in TISD Board Policy (EF Local):

Informal Reconsideration

The school receiving a complaint about the appropriateness of an instructional resource shall try to resolve the matter informally using the following procedure:

1. The principal or designee shall explain the school's selection process, the criteria for selection, and the qualifications of the professional staff who selected the questioned resource.
2. The principal or designee shall explain the intended educational purpose of the resource and any additional information regarding its use.
3. If appropriate, the principal or designee may offer a concerned parent an alternative instructional resource to be used by that parent's child in place of the challenged resource.
4. If the complainant wishes to make a formal challenge, the principal or designee shall provide the complainant a copy of this policy and a form to request a formal reconsideration of the resource.

Formal Reconsideration

1. A complainant shall make any formal objection to an instructional resource on the form provided by the District and shall submit the completed and signed [form](#) to the principal. Upon receipt of the form, the principal shall appoint a reconsideration committee.
2. The reconsideration committee shall include at least one member of the instructional staff who has experience using the challenged resource with students or is familiar with the challenged resource's content. Other members of the committee may include District-level staff, library staff, secondary-level students, parents, and any other appropriate individuals.

3. All members of the committee shall review the challenged resource in its entirety. As soon as reasonably possible, the committee shall meet and determine whether the challenged resource conforms to the principles of selection set out in this policy. The committee shall prepare a written report of its findings and provide copies to the principal, the Superintendent or designee, and the complainant.

Appeal

The complainant may appeal the decision of the reconsideration committee in accordance with appropriate complaint policies, starting with the appropriate administrator. [See DGBA, FNG, and GF]

Guiding Principles

The following principles shall guide the Board and staff in responding to challenges of instructional resources:

1. A complainant may raise an objection to an instructional resource used in a school's educational program, despite the fact that the professional staff selecting the resources were qualified to make the selection, followed the proper procedure, and adhered to the objectives and criteria for instructional resources set out in this policy.
2. A parent's ability to exercise control over reading, listening, or viewing matter extends only to his or her own child.
3. Access to a challenged resource shall not be restricted during the reconsideration process, except the District may deny access to a child if requested by the child's parent.

The major criterion for the final decision on challenged resources is the appropriateness of the resource for its intended educational use. No challenged instructional resource shall be removed solely because of the ideas expressed therein.

