

ADMINISTRATIVE PROCEDURE

IFD

INSTRUCTIONAL PROGRAM INSTRUCTIONAL MATERIALS CENTERS LIBRARY MEDIA CENTERS & CLASSROOM LIBRARIES

December 1990

Materials Selection for Library Media Instructional Materials Centers

For the purposes of this administrative procedure, library materials, whether in a school library or individual classroom, include print and electronic resources for individual use to supplement instructional materials and/or support students' personal learning and interests.

Objectives of Materials Selection

The objectives of a public school Instructional Library Media Materials Center (LMC) and classroom libraries are to promote the intellectual, cultural, social, and ethical development of students and to provide materials which extend and deepen the experiences encompassed in the curriculum. These objectives are fulfilled through the selection, provision, and servicing of expertly selected books and other materials of learning which contribute to the growth of the individual child student. Since financial and other limitations prevent purchasing all materials that might help to meet these objectives, it is necessary to apply certain well conceived criteria in the selection of each item.

The Board of Education of the Livonia Public Schools based the listed responsibilities of our school libraries on the American Library Association (ALA) School Library Bill of Rights. These responsibilities are as follows: recognizes the responsibilities outlined in the School Library Bill of Rights of the American Association of School Librarians, as follows:

SCHOOL LIBRARY BILL OF RIGHTS

~~"To provide materials that will enrich and support the curriculum, taking into consideration the varied interest, abilities, and maturity levels of the pupils serviced.~~

~~To provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards.~~

~~To provide a background of information which will enable pupils to make intelligent judgments in their daily life.~~

~~To provide materials on opposing sides of controversial issues so that young citizens may develop, under guidance, the practice of critical reading and thinking.~~

~~To provide materials representative of the many religious, ethnic, and cultural groups and their contribution to our American heritage.~~

~~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."~~

Books and other library resources should be provided for the interest, information, and enlightenment of all students in the community the library serves.

Libraries should provide materials and information presenting varied points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

Library resources challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

Media Specialists should cooperate with all students and groups concerned with resisting abridgment of free expression and free access to ideas.

A student's right to use a library should be in collaboration with their parent/guardian, and not be denied or abridged because of origin, age, background, or views.

Students in collaboration with their parent/guardian, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect student's privacy, safeguarding all library use data, including personally identifiable information.

Responsibility for Materials Selection

The Livonia Public Schools' Board of Education, or their designee, is responsible for materials selected for its schools, curricular materials, books and digital libraries, including LMC materials. The superintendent and principals operate within policies determined by the Board. In LMC materials and classroom libraries selection, responsibility is delegated to the library media specialists, supported by the school principal and staff, and is practiced in accordance with Board and administrative policies.

Livonia Public Schools' families are encouraged to monitor student selection of library materials (based on their individual family values). Family expectations regarding library books checked out by a student should be discussed with the student by the parent/guardian and reviewed as necessary to ensure the student understands their family expectations. Books may be returned to the library at any time if a student or parent objects to the content.

Selection Personnel

~~The media specialists of the Livonia Public Schools select the IMC materials in consultation with teachers and administrators. Final decision on purchase resides with the professional media specialists in accordance with the formally adopted policy.~~

Criteria Used in Book Selection

A. General Policies

- ~~1. Each IMC's collection should be composed of books which widen the boundaries of a child's experiences, enrich his/her life, or help him/her fulfill his/her personal needs.~~

- ~~2. Each book contributes directly or indirectly to the educational purposes of the school.~~
- ~~3. Needs and interests of children are represented in the IMC collection insofar as possible.~~
- ~~4. Every attempt is made to provide material at different levels of difficulty with a diversity of appeal and with different points of view on all topics included.~~
- ~~5. A wide range of recognized classics of literature is included in each IMC.~~

~~B. Specific Criteria~~

- ~~1. General Book Selection—The following criteria are applied to the selection of all books:
 - ~~a. Purposes of the book~~
 - ~~b. Reputation and significance of the author~~
 - ~~c. Timeliness or permanence of the book~~
 - ~~d. Importance of subject matter to the collection~~
 - ~~e. Authority in handling the subject~~
 - ~~f. Reputation and standards of the publisher~~
 - ~~g. Price~~
 - ~~h. Readability and appeal of the book~~
 - ~~i. Quality of the writing~~
 - ~~j. Quality of illustration~~
 - ~~k. Recommendation in reviews or standard book lists~~~~
- ~~2. Duplicates—Duplicate copies of books are purchased only on the basis of demonstrated need, since it is more desirable to purchase different titles than large numbers of copies of one title. When duplicates are clearly needed, up to five additional copies may be purchased.~~
- ~~3. Replacement—Lost, damaged, or worn books are not automatically replaced. The decision to replace a book is based on the availability of duplicates, the number of other books in the same subject, the availability of more recent or better materials, and the continued demand for the book in question.~~
- ~~4. Fiction—Because fiction has assumed an important role in instructional programs, the IMCs purchase a variety of books in this literary form to meet~~

~~the needs of students varying in reading ability, social background, and taste. Fiction is selected not only to represent literary merit but also to provide books that are competent and successful in all important categories of fiction reading.~~

~~Although it is impossible to set up a single standard of literary excellence, it is the IMC's policy to select fiction which is well written and based on authentic human experience and to exclude weak, incompetent, and cheaply sentimental writing, intentionally sensation, morbid or erotic.~~

- ~~5. Subjects of Frequent Controversy—The following policies have been adopted concerning areas of controversy:
 - ~~a. Religion:—Factual, unbiased material which represents all major religions is included in the IMC collection.~~
 - ~~b. Ideologies:—The IMC makes available basic factual information on the level of its reading public on any ideology or philosophy which exerts a strong force, either favorable or unfavorable, in government, current events, politics, education, or any other phase of life.~~
 - ~~c. Sex and Profanity:—Materials presenting accents on sex are subjected to stern test of literary merit and reality by the media specialist who takes into consideration the reading public.—While we would not in any case include the sensational or over-dramatic, the fact of sexual incidents or profanity appearing does not automatically disqualify a book.—Rather, the decision is made on the basis of whether the book presents life in its true proportions, whether circumstances are realistically dealt with, and whether the book is of literary value.—Factual materials of an educational nature on the level of the reader are included in the IMC collections.~~~~
- ~~6. Periodicals—Periodicals are selected to provide current thought in various fields and to supplement the book collection.—Individual magazines are selected by the following criteria:
 - ~~a. Accuracy and objectivity~~
 - ~~b. Accessibility of content through ideas~~
 - ~~c. Value in reference service~~
 - ~~d. Representation of a point of view or a subject needed in the collection~~
 - ~~e. Local interest in the subject matter~~
 - ~~f. Price~~~~
- ~~7. Pamphlets—Selection of pamphlets is based on the same criteria as the selection of books.—Free pamphlets are included, provided they do not~~

~~distort facts, overemphasize commercial messages, or contain misleading statements. Propaganda pamphlets are expected to be one-sided, but only those whose propaganda is clearly indicated by the publisher's name or statements of purpose are included in the collection.~~

- ~~8. Newspapers—The IMCs include newspapers to present the most current news and information. The collection includes the local newspapers, the Detroit newspapers, and one or more newspapers of nationally recognized merit.~~

Publications Used in Book Selection

~~Standard book lists and book reviewing periodicals are used to guide the media specialists in their selection. The following are some of the professional aids used:~~

- ~~1. Children's catalog~~
- ~~2. Standard catalog for high school IMCs~~
- ~~3. A basic book collection for elementary grades~~
- ~~4. A basic book collection for middle schools~~
- ~~5. A basic book collection for high schools~~
- ~~6. Book lists issued by the following organizations:~~
 - ~~a. National Council of Teachers of English~~
 - ~~b. National Council of Teachers of Mathematics~~
 - ~~c. National Council for the Social Studies~~
 - ~~d. National Science Teachers Association~~
 - ~~e. American Association for the Advancement of Science~~
 - ~~f. American Library Association~~

Criteria Used in Materials Selection

Sourced from the ALA Guidance for Selection Criteria

Support and enrich the curriculum and/or students' personal interests and learning

Meet high standards in literary, artistic, and aesthetic quality; technical aspects; and physical format

Be appropriate for the subject area and for the age, emotional development, ability level, learning styles, and social, emotional, and intellectual development of the students for whom the materials are selected

Incorporate accurate and authentic factual content from authoritative sources

Earn favorable reviews in standard reviewing sources and/or favorable recommendations based on preview and examination of materials by professional personnel

Recommended School Library Reviewing Sources include, but are not limited to:

- Association for Library Service to Children (ALSC) Notable Children's Books
- Booklist
- School Library Journal
- State and National Award Lists
- Young Adult Library Services Association (YALSA) Best Books for Young Adults

Exhibit a high degree of potential user appeal and interest

Represent differing viewpoints on controversial issues

Provide a global perspective and promote diversity by including materials by authors and illustrators of all cultures

Include a variety of resources in physical and virtual formats including print and non-print such as electronic and multimedia (including subscription databases and other online products, e-books, educational games, and other forms of emerging technologies)

Demonstrate physical format, appearance, and durability suitable to their intended use

Balance cost with need

Selection Personnel

The Media Specialists of the Livonia Public Schools select the materials in consultation with teachers and administrators.

Collection Maintenance and Weeding

In accordance with ALA guidelines on collection maintenance and weeding, regardless of format, an optimal library collection is one that is reviewed throughout each year for accuracy, currency, usage, diversity, and subject area gaps.

Replacement - Lost, damaged, or worn books are not automatically replaced. The decision to replace a book is based on the availability of duplicates, the number of other books in the same subject, the availability of more recent or better materials, and the continued demand for the book in question.

Subjects of Frequent Concern

The majority of users served in school libraries are minors, and American society is often very protective of its youth. These two facts create challenges for school librarians selecting materials on a range of perspectives on topics which may be considered controversial by some in the school community; including, but not limited, to LGBTQ, politics, race relations, and those that contain sexually explicit language.

Court decisions, such as *Tinker v. Des Moines Independent Community School District* (1969) and *Board of Education, Island Trees Union Free School District v. Pico* (1982) established that minors do have First Amendment rights in schools, including the right to receive information. Ethically, when school librarians select resources that may be considered controversial they find guidance in the American Library Association's Library Bill of Rights, the American Library Association's Code of Ethics, and the Freedom to Read Statement. Therefore, school librarians are ethically responsible to provide access to resources with varying perspectives for students' curricular and personal information needs.

Criticism of Library Materials

Formal criticisms of specific library materials will be addressed in accordance with School Board Policy IFC: Instructional Materials, Textbooks, and Equipment Selection/Adoption and Policy IKB: Controversial Issues. The material in question shall remain in circulation until a decision has been made.