



Owensboro Catholic Schools

Library Materials Selection Policy

Philosophy

The Owensboro Catholic School System is here to assist students in their growth of faith and their growth in developing their individual God given talents. The Media Center in each school exists to provide a wide variety of materials and resources necessary to meet the curricular needs of the school. Our philosophy acknowledges the uniqueness of each student and strives to provide materials that will meet those individual student's independent study and recreational reading needs. The administration, teachers and media specialists support the principles of intellectual freedom inherent in the Constitution of the United States and expressed in the *School Library Bill of Rights* of the American Association of School Librarians.

Objectives for Each School Site

1. To provide a comprehensive collection of instructional materials selected in compliance with the basic written selection principles and to provide maximum accessibility to these materials.
2. To provide materials that will support the curriculum, taking into consideration the individual's needs, and the varied interests, abilities, socio-economic backgrounds, and maturity levels of the students served.
3. To provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values and ethical standards.
4. To provide parents with a set of guidelines for understanding the process of selection of all materials and a procedure for complaints and challenges relative to library materials.

Responsibility for Selection of Materials

The school's media specialist in consultation with faculty, administrators, and students selects library materials. The responsibility for coordinating and recommending the selection and purchase of library materials rests with the professionally trained media specialist.

General Criteria for Selecting Educational Materials

Our mission as a Catholic faith-based system, along with the needs of the school and the content of the existing collection are important criteria used when selecting new educational materials. Materials for purchase are considered on the basis of:

- Authority
- Scope
- Format and Technical Quality
- Authenticity
- Treatment and Arrangement
- Aesthetic Considerations
- Price
- Special Features
- General Suitability and Age Appropriateness

Selection Procedures

In selecting materials, the Media Specialist will evaluate available materials in relationship with curricular needs. Reputable, unbiased, professionally prepared selection aids will be consulted to aid the process. Several periodicals, books and online resources are available that will provide valuable information about materials. The actual materials will also be examined whenever possible.

Recommendations for purchases will be encouraged from teachers, students, parents, and administrators. Additional suggestions may come from other library reading lists, professional exhibits and displays, and promotional offers. All suggestions will also be evaluated using the same criteria set forth in this policy.

The Media Specialist will also handle specific areas as follows:

1. Multiple items of outstanding media that may be in high demand are purchased as needed.
2. Worn or missing items are replaced periodically.
3. Sets of materials will be purchased on the basis of demonstrated need.

Gifts

Acceptance of gifts will be determined by the Media Specialist on the basis of their suitability to the library's purposes and needs, and in accordance with the library's stated selection policy. The media specialist will determine use or disposal of gift material. It is understood that gift collections will be integrated into the general collection and do not warrant special housing. Gifts will only be accepted if there are no strings attached.

The media specialist may accept commercially sponsored materials provided they meet the same criteria as those applied to the selection of other materials.

Re-evaluation of Collection

The selection process begins with the evaluation of materials before purchase and is completed with the evaluation of materials before discarding them. Weeding is the process of clearing the collection in the library of those materials that have outlived their usefulness. The same aids used in selection of materials should be consulted to determine which materials are still recommended. The needs of the school and professional opinions as to the value of the material are of utmost importance.

When discarding materials, the following criteria will be considered:

1. Materials unused over a period of five to seven years.
2. Books that are unattractive because of fine print, yellowed paper or narrow margins.
3. Materials that are out of date, with information that is no longer current, especially in the fields of science and social science.
4. Dilapidated books whose covers are loose and pages are beyond mending-or even missing.
5. Mediocre materials that are of low standard.
6. Materials beyond the comprehension of the library users or too simple to have real appeal.
7. Textbooks that are not useful for reference.
8. Magazines that are no longer of any value for reference or class use.
9. Relevancy of material to curriculum and student interests in the school.

Reconsideration of Materials

Occasional objections to library materials may be made despite the quality of the selection process. In the event of a formal complaint, the following review procedures will apply:

1. The complainant will be informed to the selection procedures. No commitments will be made at this time.
2. The complainant will be asked to submit a formal "Request for Reconsideration of Library/Media Center Materials."
3. The principal of the school, the director of the system, and any other appropriate personnel will be informed.
4. Challenged materials will be kept in circulation during the reconsideration process.
5. Within five school days of the receipt of the formal complaint, an ad hoc committee will be assigned by the principal to evaluate the materials. Members should include the principal, media specialist, two teachers, and a parent representative from the school site.
6. The review committee will take the following steps after receiving the challenged materials:
 - a. Read, view, or listen to the material in its entirety.
 - b. Check general acceptance of material by reading reviews and consulting recommended lists.
 - c. Complete the appropriate "Checklist for School Media Advisory Committee's Reconsideration of Instructional Material", judging the materials for its strength and value as a whole and not in part.

7. At a subsequent meeting, the complainant may be given the opportunity to share his/her views and expand on the information of the Reconsideration Form. At this meeting, the committee shall make its decision in a closed session. This decision shall be one of the following:
 - a. The material is compatible with the philosophy and criteria of this policy and should not be restricted or removed.
 - b. The material is not compatible with the philosophy and criteria of this policy and should be restricted or removed.
 - c. The material should be limited to conditions specified by this committee.
8. The principal shall forward the committee's decision to the director of OCS. The director will then notify the complainant of the decision in writing.

Policy Review

This policy will be reviewed every five years with a view toward updating or otherwise revising.

**Request for Reconsideration
of Library/Media Center Materials**

School _____

Date _____

Please check the type of material:

_____ Book

_____ Periodical

_____ Video/DVD

_____ Audio Recording

_____ Other

Title _____

Author _____

Publisher/Producer(if known) _____

Copyright Date _____

Person Requesting Reconsideration _____

Address _____

City _____ State _____ Zip _____

Telephone _____

BEFORE COMPLETING THIS FORM, YOU MUST READ, VIEW OR LISTEN TO THE WORK IN ITS ENTIRETY.

1. To what in the material do you object? (Be specific, cite pages, scenes, counter #,etc.)

2. Have you read/observed the material in its entirety? _____Yes _____No

3. What do you feel might be the result of a student using this material?

4. Is there anything worthwhile in this material? Any redeeming qualities? If so what?

5. Have you become familiar with any judgments of this material by literary critics?

Yes_____No_____ If yes, please list the sources of the reviews and names of the critics.

6. _____

7. For what age group would you recommend this material? _____

8. What would you like to see done with this material?

_____ Do not assign or lend it to my child.

_____ Withdraw it from all readers/students.

_____ Place restrictions on the use of the material.

9. In its place, what material would you recommend of the same subject and format?

Signature of Complainant

Date _____

**Checklist for School Media Committee's Reconsideration of
School Material: Nonfiction**

Date _____

School _____

Type of Material _____

Title _____

Author _____

Purpose:

1. What is the overall purpose of the material? _____

2. Is this purpose accomplished? _____ Yes _____ No

Authenticity:

1. Is the author competent and qualified in the field? _____ Yes _____ No

2. Is the material up-to-date? _____ Yes _____ No

3. Are information sources well documented? _____ Yes _____ No

Appropriateness:

1. Does the material support the educational goals and objectives of the curriculum in the school in which the material is located? _____ Yes _____ No

2. Is it appropriate for the level of instruction intended? _____ Yes _____ No

3. Are the illustrations appropriate to subject and age levels? _____ Yes _____ No

Content:

1. Is the content of this material well presented by providing adequate scope, range, depth, and continuity? _____Yes _____No
2. Does the material present information not otherwise available? ____Yes ____No
3. Does the material give a new dimension or direction to its subject?
_____Yes _____No

Reviews:

1. Source of review _____
Favorably Reviewed _____ Unfavorably reviewed _____
2. Does this title appear in one or more reputable selection aids? ____Yes ____No

If the answer is yes, please list the titles of selection aids.

Additional Comments:

**Recommendation by the School Media Advisory Committee
for Treatment of Challenged Material**

School _____

Title _____

Author _____

_____ The material is compatible with the philosophy and criteria of this policy and should not be restricted or removed.

_____ The material is not compatible with the philosophy and criteria of this policy and should be removed.

_____ The material should be limited to following conditions:

Signatures of Media Advisory Review Committee Members--

Date _____

_____	_____
_____	_____
_____	_____
_____	_____

**Checklist for School Media Committee's Reconsideration of
School Material: Fiction and Other Literary Forms**

Date _____

School _____

Type of

Material _____

Title _____

Author _____

Purpose:

1. What is the purpose, theme, or message of the material? _____

2. If the material is fantasy, does it have imaginative appeal for: (Check any that apply.)
Grades K-3 _____ 4-6 _____ 7-8 _____ 9-12 _____ ?

3. Is the material age appropriate for: (Check any that apply.)
Grades K-3 _____ 4-6 _____ 7-8 _____ 9-12 _____ ?

4. Will reading/viewing/listening to this material result in more compassionate
understanding of human beings? _____ Yes _____ No

5. Does the material offer an opportunity to better understand and appreciate the
aspirations, achievements, and problems of human beings? _____ Yes _____ No

6. Are any questionable elements of the material an integral part of a worthwhile theme
or message? _____ Yes _____ No

Content:

1. If about modern times, does the material give a realistic picture of life as it is now?
_____ yes _____no
2. Does the material avoid an oversimplified view of life, one that leaves the reader with the general feeling that life is sweet and rosy or ugly and meaningless?
_____ yes _____no
3. When factual information is part of the material, is it presented accurately?
_____ yes _____no
4. Are concepts presented appropriate to the ability and maturity of the potential reader?
_____ yes _____no
5. Do characters speak in language true to the period and section of the country in which they live? _____ yes _____no
6. Is there preoccupation with sex, violence, cruelty, brutality and aberrant behavior that would make the material inappropriate for the specified age group?
_____ yes _____no
7. If there is use of offensive language, is it appropriate to the purpose of the text for the specified age group? _____ yes _____no
8. Is the material free from derogatory names and epithets that would offend minority groups? Take setting and time period of story into account. _____ yes _____no
9. Is the material well written or produced? _____ yes _____no
10. Does the story give a broader understanding of human behavior without stressing differences of class, race, color, sex, education, religion or philosophy in an adverse way? _____ yes _____no

11. Does the material make a significant contribution to the history of literature or ideas?

_____ yes _____ no

12. Are the illustrations appropriate and in good taste? _____ yes _____ no

13. Are the illustrations realistic in relation to the story? _____ yes _____ no

Reviews:

Source of review _____

Favorably Reviewed _____ Unfavorably reviewed _____

Does this title appear in one or more reputable selection aids? _____ Yes _____ No

If the answer is yes, please list the titles of selection aids.

Additional Comments:

School Library Bill of Rights for School Library Media Center Programs

The American Association of School Librarians reaffirms its belief in the Library Bill of Rights of the American Library Association. Media personnel are concerned with generating understanding of American freedoms through the development of informed and responsible citizens. To this end the American Association of School Librarians asserts that the responsibility of the school library media center is:

- I. To provide a comprehensive collection of instructional materials selected in compliance with basic written selection principles and to provide maximum accessibility to these materials
- II. To provide materials that will support the curriculum, taking into consideration the individual's needs, varied interests, abilities, socio-economic backgrounds, and maturity levels of the students served
- III. To provide materials for teachers and students that will encourage growth in knowledge and that will develop literary, cultural and aesthetic appreciation and ethical standards
- IV. To provide materials which reflect the ideas and beliefs of religious, social, political, historical, and ethnic groups and their contribution to the American and world heritage and culture, thereby enabling students to develop an intellectual integrity in forming judgments
- V. To provide a written statement, approved by the local Boards of Education, of the procedures for meeting the challenge of censorship of materials in school library media centers
- VI. To provide qualified professional personnel to serve teachers and students