

SOUTH BURLINGTON SCHOOL DISTRICT

**SELECTION OF LIBRARY MATERIALS
ADMINISTRATIVE PROCEDURES**

The South Burlington School District will provide a wide range of instructional materials at all reading levels, with diversity of appeal, and the presentation of different points of view and will allow the review of allegedly inappropriate instructional materials through established procedures. The responsibility for the selection of library materials is delegated to the professionally trained and certified library/media specialist employed by the school system. The library/media specialist must be aware of the school curriculum, the methods of teaching, and the individual differences of the South Burlington students. The library/media specialist will be aided by purchase suggestions from administrators, faculty, students, and parents. Wide participation is encouraged. The library/media specialist is responsible for the final evaluation, coordination, and selection of materials for the school library.

DEFINITIONS

Library materials include print, non-print, and electronic media.

IMPLEMENTATION

In implementing this policy, the library/media specialist will:

1. Assemble, preserve and administer, in organized collections, educational and recreational materials in order to promote the communication of ideas, an enlightened citizenship, and personal enrichment.
2. Provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities, and maturity levels of the students served.
3. Provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards.
4. Provide materials on opposing sides of controversial issues so that young citizens may develop, under guidance, the practice of critical reading and thinking.
5. Seek continually to identify school needs, to provide programs of service to meet such needs, and cooperate with other organizations, agencies, and institutions in providing such programs.
6. Provide materials that reflect the ideas and beliefs of religious, social, political, historical, and ethnic groups and their contributions to the American and world

heritage and culture, thereby enabling students to develop an intellectual integrity in forming judgments.

7. 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 to the users of the library/media center.
8. Use review journals, standard lists of basic works, recommendations of professional journals, and bibliographic essays prepared by subject specialists for the selection of materials.
9. Solicit recommendations from students and faculty.

In removing or replacing materials, the library/media specialist will:

1. Apply the same criteria used in selecting materials for the systematic removal or replacement of outdated, no longer useful, seldom used, or worn items. Removal or replacement is a continuous, on-going process.
2. Judge each withdrawal or replacement individually with reference to professionally-accepted standards and the collection as a whole.

In accepting gifts, the library/media specialist will apply the standards of selection that governs purchases to gifts as well.

In cooperating with other libraries, the library/media specialist will encourage the borrowing of materials outside and beyond the scope of the collection through interlibrary loan.

RECONSIDERATION OF MATERIALS

Occasional objections to library materials may be made despite the quality of the selection process. The South Burlington School District supports the principle of intellectual freedom inherent in the First Amendment of the Constitution of the United States and expressed in the Library Bill of Rights.

When such an objection is made in the Community Library and the material in question was purchased with city funds, the South Burlington Community Library Selection Procedures shall apply.

It is most desirable to solve problems through free and informal communication and is preferred that complaints be resolved through this informal process. In the event this process fails to satisfy the complainant, the following procedures shall be used:

1. The library/media specialist shall inform the complainant of the selection procedures and make no commitments.

2. If the complainant wishes further consideration of his/her objections to the library materials under reconsideration, he/she shall be requested by the librarian to submit a formal **Request for Reconsideration of Library Materials**.
3. The library/media specialist shall inform the Principal within one school day of the receipt of a written formal **Request for Reconsideration of Library Materials** by providing him/her with a copy of that request form.
4. The challenged material shall remain in the collection during the reconsideration process.
5. The appointment of an ad hoc review committee (committee) is the responsibility of the Principal. The appointment of the committee shall be within five (5) school days, following written notification to the Principal. The committee shall include the Principal (serving as chair), a library/media specialist, at least one classroom teacher, at least one parent, and may include one or more students. This committee's review shall be completed within twenty (20) school days.

The committee will take the following steps after receiving the challenged materials:

- a. Read, view, or listen to the material in its entirety.
 - b. Consider critical reviews and consult recommended lists.
 - c. Determine the value of the material to the collection.
 - d. Completes the appropriate "**Checklist for Reconsideration of Library Materials**" (see Appendix C and D), judging the material for its strength and value as a whole and not in part.
6. The Chair of the committee shall present the written recommendation of the committee to the Superintendent within twenty-five (25) school days from the appointment of the committee.

Timeline:

- a. Receive written complaint. Notify principal of complaint within one day.
- b. Appoint committee within five (5) school days of receiving written complaint.
- c. Committee recommendation is due twenty (20) school days following the appointment of the committee.
- d. A written recommendation is sent to the Superintendent within five (5) school days following the committee's decision.
- e. The Superintendent must inform the complainant within five (5) school days following the receipt of the written recommendation of the committee.
- f. The total process shall take no more than thirty-six (36) school days from the receipt of the written complaint.
- g. The complainant, upon receiving the written recommendation, may appeal the decision to the School Board through the Office of the Superintendent within twenty (20) school days.

- h. Upon receipt of an appeal, the Superintendent shall present the appeal to the School Board requesting the Board accept, reject, or amend the decision.
- i. During the summer, school days shall be interpreted as calendar days.

APPENDICES

- A. Library Bill of Rights
- B. Request for Reconsideration of Library Materials
- C. Checklist for Reconsideration of Library Materials: Nonfiction and/or Non-Print Format
- D. Checklist for the Reconsideration of Library Materials: Fiction and Other Literary Forms

APPENDIX A

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948, by the ALA Council; amended February 2, 1961; amended June 28, 1967; amended January 23, 1980; inclusion of "age" reaffirmed January 24, 1996.

APPENDIX B

REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

This form and the materials under consideration will be submitted to a committee for reevaluation.

Author _____

Title _____

Publisher (if known) _____

Reconsideration initiated by _____

Telephone _____

Address _____

City _____

State _____

Type of material _____

What group or organization do you represent? _____

1. To what do you object? (Please be specific) _____

2. What do you feel might be the result of using this material? _____

APPENDIX B (Continued)

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

4. Is there anything good about this material? _____

5. Did you read this material in its entirety? _____ What parts? _____

6. What judgments by literary critics are you aware of? _____

7. What do you believe is the theme and/or purpose of this material? _____

8. What would you like the library to do about this material? _____

9. In its place, what material of equal literary quality would you recommend that would convey as valuable a picture and perspective of the subject treated?

APPENDIX C

CHECKLIST FOR RECONSIDERATION OF LIBRARY MATERIALS
NON FICTION AND/OR NON-PRINT FORMAT

To be completed by the Committee

Title _____

Author _____

A. PURPOSE:

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

2. What is the reputation and significance of the author and publisher/producer in the field? _____

3. Is the material up-to-date? Yes No

4. Are information sources well documented? Yes No

5. Are translations and retellings faithful to the original? Yes No

C. APPROPRIATENESS:

1. Is the material consistent with the goals and objectives of the library?
 Yes No

2. Is it appropriate for the intended audience? Yes No

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

D. CONTENT:

1. Is the content of this material well presented by providing adequate scope, range, depth and continuity? Yes No

APPENDIX C (Continued)

2. Does this material present information not otherwise available? Yes No
3. Does this material give a new dimension or direction to its subject?
 Yes No

E. 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 titles of selection aids. _____

ADDITIONAL COMMENTS:

COMMITTEE DECISION:

Date _____

Signatures of Committee

APPENDIX D

CHECKLIST FOR RECONSIDERATION OF LIBRARY MATERIALS
FICTION AND OTHER LITERARY FORMS

To be completed by the Committee

Title _____

Author _____

A. PURPOSE:

1. What is the purpose, theme or message of the materials? How well does the author/producer/composer accomplish this purpose?

2. If the story is a fantasy, is it the type that has imaginative appeal and is it suitable for children? Yes No For young adults? Yes No
If both are marked no, for what age group would you recommend? _____

3. Will the reading and/or viewing and/or listening to material result in more compassionate understanding of human beings? Yes No

4. Does it offer an opportunity to better understand and appreciate the aspirations, achievements, and problems of various minority groups? Yes No

5. Are any questionable elements of the story an integral part of a worthwhile theme or message? Yes No

B. CONTENT:

1. Does a story about modern times give a realistic picture of life as it is now?
 Yes No

2. Does the story avoid an oversimplified view of life, one which leaves the reader with the general feeling that life is sweet and rosy or ugly and meaningless?
 Yes No

APPENDIX D (Continued)

3. When factual information is part of the story, is it presented accurately?
 Yes No
4. Is prejudicial appeal readily identifiable by the potential reader?
 Yes No
5. Are concepts presented appropriate to the ability and maturity of the potential readers?
 Yes No
6. Do characters speak in a language true to the period and section of the country in which they live? Yes No
7. Does the material offend in some special way the sensibilities of women or a minority group by the way it presents either the chief character or any of the minor characters?
 Yes No
8. Is there preoccupation with sex, violence, cruelty, and aberrant behavior that would make this material inappropriate to children? Yes No
Young adults? Yes No
9. If there is use of offensive language, is it appropriate to the text for children?
 Yes No Young adults? Yes No
10. Is the material free from derisive names and epithets that would offend minority groups? Yes No Children? Yes No
Young Adults? Yes No
11. Is the material well written or produced? Yes No
12. Does the story give a broader understanding of human behavior without stressing differences of class, race, color, sex, education, religion or philosophy in any adverse way? Yes No
13. Does the material make a significant contribution to the history of literature or ideas?
 Yes No
14. Are the illustrations appropriate and in good taste? Yes No
15. Are the illustrations realistic in relation to the story? Yes No

APPENDIX D (Continued)

C. REVIEWS:

1. Source of review _____

Favorably reviewed _____ Unfavorably reviewed _____

2. Does this title appear in one or more reputable selection aids?

Yes No

ADDITIONAL COMMENTS:

COMMITTEE DECISION:

Date: _____

Signatures of Committee

