

## COLLECTION DEVELOPMENT AND SELECTION OF MATERIALS

The role of the Wallingford School Library and Media Center is to support the school's curricula with print and non-print materials, including reference materials, in-depth works, and current newspapers and journals. A wide range of material at all appropriate student levels and with the different points of view will be provided. Within each grade level's assigned curricula, students will be provided with instruction in research skills, including the ability to seek information using up-to-date technology.

The LMC's collection of print and non-print materials and technological resources made available to staff and students are vital to the implementation of the Vermont Framework of Standards and Learning Opportunities and the Grade Level Expectations. The library media specialist and the technology team are responsible for the implementation of the goals of collection development in conjunction with and under the supervision of the school principal.

The responsibility of the school library media specialist with concern to collection development is:

1. To provide school library media that will enrich and support the curriculum, taking into consideration individual needs and the varied interests, abilities, socioeconomic backgrounds, and the maturity level of the students served.
2. To provide school library media that stimulates the growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards.
3. To provide a background of information enabling students to make intelligent judgments in their daily lives.
4. To provide materials on opposing sides of controversial issues so that students may develop, under guidance, the practice of critical thinking and critical analysis of all media.
5. To provide materials representative of many religious, ethnic and cultural groups in our nation and world and the contributions of these groups.
6. To place principle above personal opinion and reason above prejudice in selection school library media of the highest quality in order to assure a comprehensive collection appropriate for the users of the school library media center.

In the selection of materials for purchase, LMS will evaluate the existing collection and consult:

1. Reputable unbiased, professionally prepared selection aids, including book lists, special bibliographies, current reviews in media such as *School Library Journal*, *Booklist*, *Book Links*, and other publications or websites.
2. The curriculum coordinator in conjunction with subject specialists and other educators at all grade levels.

## **Criteria for Selection of School Library Media**

Individual learning styles and interests, the curriculum, and the existing collection are given consideration in determining the needs for library media in the school. Materials considered for purchase are judged on the basis of the following criteria:

- Purpose-Overall purpose and its direct relationship to instructional objectives and/or the curriculum
- Reliability-Accurate, authentic
- Quality-Writing and/or production of merit
- Treatment-Clear, comprehensible, skillful, convincing, well-organized, unbiased
- Technical production-clear and well-crafted
- Construction-Durable, manageable, attractive
- Special Features-Useful and accurate illustrations, photographs, maps, charts, graphs, etc.
- Possible uses-Individual, small group, large group instruction, in-depth study

## **Procedures for Selecting and Maintaining the School Library Media Collection**

The school library media specialist, in collaboration with administrators, faculty, and staff will be responsible for the selection of materials. In coordinating this process, the school LMS will:

- Arrange, when possible, for the firsthand examination of items to be purchased. The librarian may attend Book Review Sessions sponsored by the Vermont Department of Libraries to aid in the selection process.
- Use reputable, unbiased, professionally prepared selection aids when firsthand examination of materials is not possible. (*School Library Journal, Library Media Connections, Booklist, and Book Links*) Teachers may also have professional subject area journals with media reviews and recommendations. These titles, along with other sources, including online sources may be used for selection of library materials.
- Judge gift items by the standard selection criteria and, upon acceptance of such items, reserve the right to incorporate into the collection only those materials meeting the specified criteria.
- Weed continuously from the collection worn, obsolete, and inoperable items.
- Purchase replacements for worn, damaged, or missing materials basic to the collection.
- Carefully evaluate expensive sets of materials (e.g. reference materials) and items procured by subscription.

Most books are purchased through the book jobber, Follett, which provides books and other media at a discounted rate. Other titles are purchased through publisher catalogs, online, or from local bookstores.

Adapted from The St. Johnsbury School Library Media Center, Policy and Procedures Manual, 11/17/09

On the following pages are the current Wallingford Town School District *Selecting Instructional Materials Policy (6127)*, which includes the policy for library materials and the *Complaint about Materials Policy (6128)*, which includes the procedure for handling those complaints.

## **Wallingford Town School District**

### **BOARD POLICY**

**Title: Selecting Instructional Materials**

**Policy #: 6127**

**Warned: 10/20/04**

**Adopted: 11/4/04**

It is the policy of the Wallingford School District to provide students access to a wide variety of educational materials in individual classrooms and in the media center to support student learning.

#### **Implementation**

Instructional materials will be selected by professional staff in accordance with the following criteria and procedures:

1. Instructional materials should enrich and support the current curriculum, taking into consideration the varied interests, abilities, and maturity levels of students served.
2. Instructional materials should stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards.
3. Instructional materials should provide a background of information, which will enable students to make intelligent judgments in daily life.
4. Instructional materials should present opposing sides of controversial issues so that, with guidance, young citizens may develop the practice of critical thinking.
5. Instructional materials should be representative of different racial, religious, ethnic, and cultural groups, emphasizing their valuable contributions to American heritage and should be free from sex-role stereotyping to the extent possible.
6. Books and instructional materials should be chosen for values of interest and enlightenment of all the students of a community and to encourage students to read regularly. A book will not be excluded because of the race, nationality, or the political or religious views of the author.
7. Since books and instructional materials are selected to provide for the interest and needs of the school community and the school program, teachers, principals, and librarians may select them cooperatively, sometimes with the assistance of students and parents.
8. In the selection of books and other instructional materials, consideration should be given to factual accuracy, authoritativeness, balance, and integrity. Aesthetic values also must be considered in selection of materials.
9. Books and instructional materials will be viewed by members of the staff to assure their timeliness and continued appropriateness.
10. The Superintendent has ultimate authority under 16 V.S.A. §563 (14) to preview and approve instructional materials.

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Signature of the Board Chair

Legal Reference(s): 16 V.S.A. §563 (14) (Powers of school boards)

Cross Reference: Policy #6128 Complaints About Instructional Materials

## Wallingford Town School District

### BOARD POLICY

**Title: Complaints about Instructional Materials**

**Policy #: 6128**

**Warned: 10/20/04**

**Adopted: 11/4/04**

It is the policy of the Wallingford School District to provide for fair and impartial review of any complaint about instructional materials used by the District.

#### **Implementation**

1. The Principal (Superintendent) will develop procedures to implement this policy.
2. All complaints will be reported to the Principal, whether received by telephone, letter, or in personal conversation.
3. The Principal or his or her designated representative will contact the complainant to discuss the complaint and attempt to resolve it informally by explaining the philosophy and goals of the School District and/or the library media center.
4. If the complaint is not resolved informally, the complainant will be supplied a packet of materials consisting of the District's instructional goals and objectives, materials selection policy statement, and the procedure for handling objections. This packet will also include a standard printed form which must be completed and returned before consideration will be given to the complaint.
5. If the formal request for reconsideration has not been received by the Principal within two weeks, the issue will be considered closed. If the request is returned, the reasons for selection of the specific work shall be re-established by the appropriate staff.
6. In accordance with this policy statement, no questioned materials shall be removed from the school pending a final decision. Pending the outcome of the request for reconsideration, however, the teacher may, at the request of a parent, make an alternative assignment for an individual student.
7. Upon receipt of a completed objection form, the Principal will follow the procedures accompanying this policy.

#### **Appeal**

If the complainant is dissatisfied with the outcome of the review of the complaint, he or she may ask to have the complaint heard by the School Board.

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Signature of Chairperson

Legal Reference: 16 V.S.A. §563 (14) (Powers of school boards); Cross Reference: Policy #6127Selecting Instructional Materials

## **PROCEDURES FOR HANDLING COMPLAINTS ABOUT INSTRUCTIONAL MATERIALS**

Upon receipt of a completed objection form, the Principal in the building involved will call together a committee of five to consider the complaint. This committee will consist of the curriculum director and from the school involved, the Principal, the library media center director, a teacher, and a parent representative.

1. Within 10 days, the committee will meet to discuss the material and within 10 days thereafter will prepare a report on the material containing its recommendations on the disposition of the matter.
2. The Principal will send a formal report and recommendation to the Superintendent. The Principal will explain the materials selection system, give the guidelines used for selection, and cite authorities used in reaching decisions. If the committee recommends that the work that caused the complaint remain, and the Superintendent concurs, the complainant will be given an explanation. If the Superintendent does not concur, or the complaint is found to be valid, the Principal will make recommended changes and notify the complainant.

If the complainant desires to pursue the complaint further, he or she must inform the Superintendent in writing within 10 days. The Superintendent shall arrange for a special Board meeting within 10 days of receiving the written request from the complainant or place the matter on the agenda of the next regularly scheduled board meeting. The Board shall render a final decision in writing within 10 days of hearing the appeal and so inform the complainant.

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Signature of Chairperson

## Request for Reconsideration of materials

**Type of instructional material** \_\_\_\_\_

**Title** \_\_\_\_\_

Publisher or producer \_\_\_\_\_

Name of person seeking reconsideration \_\_\_\_\_

Telephone \_\_\_\_\_ Address \_\_\_\_\_

Person making the request represents: her/himself \_\_\_\_\_

Group/organization \_\_\_\_\_

1. Did you read/hear/view the entire work? \_\_\_\_\_ yes \_\_\_\_\_ no

2. To what in the item do you object? Please be specific. Cite pages, film sequence, etc.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

4. Is there anything good about this material? \_\_\_\_\_

5. Have you read our district's Materials Selection Policy? \_\_\_\_\_ yes \_\_\_\_\_ no

6. How do you perceive students would be affected by exposure to this work?

\_\_\_\_\_

7. What do you suggest the school do about this material?

\_\_\_\_\_

8. What materials do you recommend in its place? \_\_\_\_\_