

FARIBAULT PUBLIC SCHOOLS
Faribault, Minnesota

Educational Program
Series 600

MEDIA LIBRARY RESOURCES SELECTION AND RE-EVALUATION POLICY
CODE NO. 603.8

The Board of Education recognizes its legal responsibility for the selection of all media library resources in the Faribault Public Schools. The Board delegates the authority to establish guidelines and procedures for such selection to the Superintendent and licensed personnel.

Because public education in a democracy is committed to providing learning experiences supporting constructive citizenship and democratic procedures, schools must provide resources that help to develop critical thinking, objective evaluation, and aesthetic appreciation suitable to the maturity, the needs, interests, and abilities of all students. As an essential element of the school program, the media library program strives to provide those resources which uphold these stated goals.

The Board of Education, its administrative team, and its professional instructional staff subscribe in principle to the statements of policy as set forth in the School Library Bill of Rights for School Library Media Center Programs as endorsed by the American Association of School Librarians and the Freedom To View as endorsed by the Educational Film Library/American Library Association. Copies of these documents are appended.

February 18, 1985
Date of Adoption

April 20, 1987
Date of Revision

I. Selection of Resources

Books and other library resources should be provided for the interest, information, and enlightenment of all children in the school. Since budget restrictions prevent purchasing all materials on a subject, careful application of selection objectives and criteria is essential. Faculty and students are encouraged to share in the evaluation and selection process. Resources thus suggested are evaluated through reviews and recommendations of reputable, unbiased and professionally prepared selection aids and/or previews. Department heads and/or faculty representatives will be involved with the media librarian in the selection process for resources affecting their curriculum areas. Resources given as gifts may be accepted only with the understanding that the disposition of such gifts becomes the prerogative of the schools, not the donor. Disposition will be made consistent with the objectives of the receiver, the best interests of the pupils, and all other principles and standards as set forth in this selection policy.

In the work of established quality the use of questionable language or situations should not always preclude the selection of resources if the language or situation contributes to the accuracy of the character or subject matter.

A. Objectives for Selection of Resources:

1. To provide resources that will enrich and support the curriculum, taking into consideration the varied interests, abilities, and maturity levels of the pupils served.
2. To provide resources on opposing sides of controversial issues so that students may develop the critical analysis of all media.
3. To present racial, religious, cultural, and ethnic groups as well as gender in our community and our society in such a way as to build positive images, with mutual understanding and respect.
 - a. Portray people, both men and women, adults and children, whatever their ethnic, religious, or social class identity, as human and recognizable, displaying a familiar range of emotions, both negative and positive.
 - b. Place no constraints on individual aspirations and opportunity.

- c. Give comprehensive, accurate and balanced representation to minority groups and women--in art and science, history and literature and in all other fields of life and culture.
 - d. Provide abundant recognition of minority groups and women by showing them frequently in position of leadership and centrality.
4. To provide resources that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards.
 5. To place principle above personal opinion and reason above prejudice in the selection of resources appropriate for the complete education of all young people.
 6. To provide a representative collection of basic, factual information at the level of the students, on any ideology or philosophy which exerts a strong force in current events, politics, education, or any other phase of American life.

B. Criteria for Selection of Resources:

1. Overall purpose.
2. Timeliness or permanence
3. Importance of the subject matter
4. Quality of the writing or production
5. Readability and popular appeal
6. Professional reputation and significance of author, artist, etc.
7. Professional reputation of the publisher or producer
8. Format and price
9. Suitability to intended audience
10. Requests from community citizens, faculty and students
11. Special features

II. Re-evaluation of Resources

A. Occasional objections to resources will occur despite the care and procedures followed in their selection. These resources shall be judged upon the total effect of the material itself and not on the presence of phrases, illustrations, or situations which in themselves may seem objectionable. If a request for re-evaluation is made, the procedures are as follows:

1. The person initiating the request and the respective media person should have an initial informal, courteous, and confidential meeting to clarify the request.
2. If a request needs to be filed, the media librarian will give the person a copy of the selection policy and the re-consideration form and invite the person to complete and return the reconsideration form to the media librarian within ten (10) days. A copy will then be given to the building principal.
3. The principal will direct, within two (2) days, the completed re-evaluation form to the chairperson of the Committee for RE-evaluation of Resources.
4. The chairperson of the Re-evaluation Committee will obtain reviews and other selection criteria of the resource under question from the media librarian and within a reasonable time, call a meeting of the Committee to present the challenged resource. The Committee will:
 - a. read, view, or listen to the resource in its entirety;
 - b. discuss the reviews submitted and the general acceptance of the resource as a whole; and
 - c. consider its relation to established selection criteria.
5. The Committee shall then invite the person to present the re-evaluation request and will:
 - a. weigh all the information about the resource and the opinions of the petitioner and the committee members;
 - b. formulate a final recommendation to the Board of Education, indicating its reasons in writing, within five working days after completion of deliberations.
 - c. use of the resource will not be restricted during the re-consideration proceedings.

6. The Board of Education shall take action on the recommendation of the Committee for Re-evaluation of Resources. If the Board of Education decides to remove a resource from the media center or curriculum, it shall adopt written findings which specifically address why criticized material does not meet the criteria for selection of resources and why it is being removed.

The re-evaluation Committee will consist of thirteen members. The committee will appoint a chair-person and a recording secretary.

1. One member appointed by the Board of Education;
2. The Director of Curriculum & Instruction
3. Two administrators appointed by the Director of Curriculum & Instruction;
4. One elementary teacher selected by the District Curriculum Advisory Committee;
5. One secondary teacher selected by the District Curriculum Advisory Committee;
6. One professional media person selected by the media staff;
7. One parent from the District Curriculum Advisory Committee;
8. Three parents from different buildings;
9. One senior high student selected by the Senior High Student Council;
10. One community member.

If any one of the committee members is involved with a complaint, a temporary replacement will be appointed.

- C. Membership of the Re-evaluation Committee shall be made up yearly, prior to November 1, of thirteen members of School District 656. Term of service shall run from November 1 to October 31.

Rec'd by _____

Date Rec'd _____

REQUEST FORM FOR RE-EVALUATION OF RESOURCES

Initiated by _____ Date _____

Address _____ Telephone _____

Representing:

Self _____ Organization or group _____
Name

Resource Questioned:

Author _____

Title _____

Publisher _____ Copyright date _____

Type of Resource _____

Book, film, filmstrip, record, pamphlet, etc.

Media/Library Location _____

Please respond to the following questions. If sufficient space is not provided, please use an additional sheet of paper.

1. Have you seen, read, or listened to this resource in its entirety? _____

2. To what do you object? Please cite specific passages, pages, etc.

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3. What do you believe is the main idea of this resource?

4. What do you feel might result from use of this resource?

5. What reviews of this resource have you read?

6. For what other age group might this resource be suitable?

7. What action do you recommend that the school take on this resource?

8. What resource do you recommend in place of this one that would provide adequate information on the subject matter?

Date

Signature

Please return this form to the media/librarian in a sealed envelope and a copy to the building principal.

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**SCHOOL LIBRARY BILL OF RIGHTS
FOR SCHOOL LIBRARY MEDIA CENTER PROGRAMS**

Approved by American Association of School Librarians Board of Directors, Atlantic City, 1969.

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:

To provide a comprehensive collection of instructional materials selected in compliance with basic written selection principles, and to provide maximum accessibility to these materials.

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.

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.

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.

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.

To provide qualified professional personnel to serve teachers and students.

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FREEDOM TO VIEW

The FREEDOM to view, along with the freedom to speak, to hear, and to read, is protected by the First Amendment of the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore, we affirm these principles:

1. It is in the public interest to provide the broadest possible access to films and other audiovisual materials because they have proven to be among the most effective means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. It is in the public interest to provide for our audiences, films and other audiovisual materials which represent a diversity of views and expression. Selection of work does not constitute or imply agreement with or approval of the content.
3. It is our professional responsibility to resist the constraint of labeling or prejudging a film on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
4. It is our professional responsibility to contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

The statement was released by the Educational Film Library Association Board of Directors in May of 1979, and has since been endorsed by the American Library Association. Both EFLA and ALA encourage all libraries and educational institutions to adopt it and display it in their catalogs and on their premises.