

*SCHOOL LIBRARY MEDIA CENTER POLICY*

It shall be the policy of the Lyon County School District that its school library media centers be equipped, supplied, and operated to:

1. Provide a comprehensive collection of instructional materials that will enrich and support the instructional program, taking into consideration the needs of the individual and the varied interests, abilities, socio-economic backgrounds, ethnic backgrounds and maturity levels of all the patrons served.
2. Provide materials for patrons that will stimulate growth in factual knowledge and develop literary and cultural, appreciation and ethical standards.
3. 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 informing judgments.
4. Provide materials and information which present different points of view on current and historical issues, none of which should be proscribed or removed from library collections because of partisan or doctrinal disapproval.
5. Provide qualified professional personnel who will serve patrons by selecting and properly maintaining library materials in compliance with basic professionally recognized and written selection principles and by providing maximum accessibility to these materials.

*SELECTION OF MATERIALS TO BE FOUND IN LYON COUNTY SCHOOL DISTRICT LIBRARY*

*MEDIA CENTERS*

The selection of materials shall be the responsibility of the school media specialist/librarian/library tech aid, with the approval of the school principal. To assist in this process, the library media specialists will be kept apprised of changes in curriculum areas. The media specialist shall use the professional publications as reference guides when selecting materials.

The media specialist/librarian/library tech aid shall solicit input from instructional staff for suggestions and to identify needs when selecting new materials for the school library media center. Gift materials provided to the school and/or the school library media center will meet the same selection criteria as those materials that are purchased for use in the classrooms or the school library media center. If any materials do not meet the selection criteria of the library, the material shall be reviewed by the principal and approved before being added to the collection. If a disagreement arises between the school media specialist/librarian/library tech aid and the principal over the appropriateness of a particular piece of material, or if complaints are brought forth by individuals or organizations regarding school library media center materials, the following procedures will be followed for the reconsideration of the materials in question.

*RECONSIDERATION OF SCHOOL LIBRARY MEDIA CENTER MATERIAL*

1. All complaints regarding school library media center materials will be initially referred to the school media specialist/library tech aid/District Lead Librarian for consultation with the individual filing the complaint to verify the merits of the complaint and see if a solution can be

worked out.

2. If consultation with a media specialist fails to resolve the complaint a *CITIZEN REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS* form will be given to the complainant. When the form has been completed it shall be returned to the school principal who will review the merits of the case presented on the form. After consultation with the media specialist/library tech aid/District Lead Librarian, the school principal shall then render a decision regarding the disposition of the materials being reconsidered, and notify the complainant of the decision in writing within ten (10) school days of receipt of the completed form.

3. If the decision of the school principal fails to resolve the complaint, the complainant must request a hearing with the Directors of Curriculum, Instruction and Assessment within ten (10) school days of receipt of notification of the Principal's decision. A committee will be formed consisting of the Directors of Curriculum, Instruction and Assessment and the Deputy Superintendent. The complainant will be asked to present their case for reconsideration of the material in person to the committee. The committee will render a decision and notify the complainant within two (2) school days regarding the disposition of the materials in question. The decision will be in writing and will advise the complainant of how to proceed to step four (4).

4. If the decision of the committee does not resolve the complaint, the complainant may file a written request within ten (10) school days for review of the decision by the Board of Trustees with the Superintendent. The review will then occur during the next regularly scheduled board. The decision of the Board of Trustees shall be final.

***CITIZEN'S REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS***

Request initiated by \_\_\_\_\_

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

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Complainant represents:

Him/Herself

Name of organization \_\_\_\_\_

Identify other group \_\_\_\_\_

Film  Recording  Periodical  Pamphlet

Library Book -  hard cover  paperback  e-book  audiobook

Is this book on a reading list?  Yes  No

Author \_\_\_\_\_ Title \_\_\_\_\_

Publisher (if known) \_\_\_\_\_

1. To what in the printed material do you object? Please be specific; cite pages.

\_\_\_\_\_  
\_\_\_\_\_

2. What do you feel might be the result of reading or seeing this material?

\_\_\_\_\_  
\_\_\_\_\_

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

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

5. Did you read, hear, or see the entire content? \_\_\_\_\_ What parts? \_\_\_\_\_

\_\_\_\_\_

6. Are you aware of the judgment of this material by literary or subject matter critics?

\_\_\_\_\_

7. What do you believe is the theme of this material? \_\_\_\_\_

8. What would you like your school to do about this material? \_\_\_\_\_

do not assign it to my child

withdraw it from all students as well as from my child

9. In its place, what material of equal quality would you recommend that would convey as valuable a picture and perspective of our civilization?

\_\_\_\_\_

Date \_\_\_\_\_ Signature of Complainant \_\_\_\_\_