



Moore Public School
Media Services
Procedures Handbook

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LIBRARY BILL OF RIGHTS

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 of the procedures for meeting the challenge of censorship of materials in school library media centers; and

To provide qualified professional personnel to serve teachers and students.

INTELLECTUAL FREEDOM

Intellectual Freedom includes the selection of materials to meet the needs of its users. The librarians will collaborate with the classroom teachers to implement resources during instruction. The library media center will assist the user through the instruction of information skills. The library media committee will follow current district policies and state legislation. When resources are challenged the committee will support the interpretation of those policies. In addition to previous statements, the principle philosophy of intellectual freedom will be guided by the American Library Association's Library Bill of Rights.

THE LIBRARY MEDIA PROGRAM

Moore Public Schools supports the development of exemplary school library media programs throughout the district. Personnel, budgets, materials, and programs outlined in this manual have been committed to this end. The continued growth and improvement of Moore's media programs follows state and national guidelines for excellence.

The library media center in an individual school building provides a multiplicity of activities and services that together are called “the library media program.” This program of services exists to support and further the educational goals of the school. It is closely interwoven with every area of the curriculum and functions as an integral part of the teaching/learning process. The program’s effectiveness depends on how well teachers and the Library Media Specialist work and plan together. Access to materials and services on a “needs” basis requires a flexible schedule. In a flexible schedule the teacher chooses the time for classes to use the center based on the needs of the instructional program. However, individuals and small groups may use it any time. If operating correctly, the media program has an all-day, every day role in the life of the school. The Library Media Specialist who is knowledgeable about curriculum and teaching and learning styles should be considered a resource to be employed by the entire school staff.

LIBRARY MEDIA SPECIALISTS

Each library media center in the district is staffed by at least one professional Library Media Specialist whose credentials include a valid teacher’s certificate and a standard Oklahoma library certificate. It is the job of the LMS to supervise the media center, manage acquisitions, work with the teachers, instruct students, promote reading, administer the media center budget, promote library activities, and supervise any library assistants (See Appendix A). The media specialists will be assisted in these functions by the staff of the district’s Media Services Department.

Media specialists report to and are evaluated by their building principals or the assistant principal designated to oversee the library media program.

Library Media Specialists are employed by the district in accordance with the same contract agreed upon by classroom teachers. Salary and calendar are determined by this contract.

SCHEDULING OF CLASSES

Teachers must arrange with the Library Media Specialist for their classes to use the media center and must accompany and remain with their classes during instruction. However, the use of the library will not be limited to the scheduled classes. Individuals and small groups will be permitted in the library as space allows. Teachers should instruct their students accordingly.

Library Media Specialist collaboratively plans lessons with classroom teachers to support classroom objectives and information skills. Teachers remain with classes during library instruction. Special arrangements such as reserved materials must be planned in advance with the Library Media Specialist.

COORDINATING UNITS OF STUDY WITH TEACHERS

Information skills are to be taught as an integral part of curriculum content in math, science, social studies, language arts, reading, etc. They are best taught as a result of the cooperative planning and teaching of instructional units or activities. The classroom teacher and media specialist should provide opportunities for students to use information skills in the completion of class assignments in accordance with current Oklahoma Academic Standards.

The teaching of information skills in isolation is strongly discouraged. The Library Media Specialist and classroom teacher should plan coordinated units of study by working together to establish objectives, methods and resources. The classroom teacher's expertise will provide the curriculum content and the media specialist will supply expertise in resources and the media skills necessary to use them. By integrating information skills into the curriculum in this manner the skills become more meaningful and student retention rates rise.

Flexible scheduling is essential to the development of cooperatively taught units. Therefore, each site is strongly encouraged to develop a flexible or modified flexible schedule for use of the media center so that classes may access information at the point of need instead of on an arbitrarily assigned timeline.

OPENING AND CLOSING OF THE LIBRARY

The library media center shall remain open to meet the needs of each individual site. Daily opening/closing times will be determined by site administrator and library media specialist. All system libraries will be open the first day of class and will remain open for service every day of the school year. Exception to this rule of service must be approved by the site administrator. The practice of disrupting library media service for special events is strongly discouraged.

The protection of the library media center inventory requires strict regulation of the use of the facility by students, faculty, staff and community. The Library Media Specialist is responsible for securing the library and technology storage areas each day upon leaving the building. Request to use the facility beyond the normal hours of operation should be approved by the library media specialists and the site administrator.

End of the year circulation dates shall be determined by site administrator and library media specialist. Student materials will be due no earlier than two weeks prior to the last day of school. However, classes or individual students may come to the media center and use the materials until the last day of school. Teachers may continue using equipment and materials daily until school ends. The library media center is an extension of the classroom and a service center for our users. We cannot deny reasonable service to anyone throughout the school year.

CIRCULATION

Material check out periods will be determined by the administrator and media specialist at each site. Books for which no reserve has been requested may be rechecked. Exceptions to this student checkout practice include reference materials, magazines, and other materials in great demand. These items should circulate for a shorter period of time or by special permission of the Library Media Specialist. Students will be informed regarding checkout procedures during an orientation session provided each year by the Library Media Specialist.

All materials may be circulated to teachers. As a professional courtesy the two-week circulation policy will be waived for most materials, unless borrowed from another site. Due dates will be assigned for items in great demand such as magazines, reference materials, audio-visual materials and equipment.

Technology should be available for use by teachers within the building. It is the responsibility of the teacher to schedule equipment in advance with the Library Media Specialist and to provide for its timely return.

INTERLIBRARY LOAN

Rules and regulation for interlibrary loan within the school district:

1. Arrangements for use, pickup, and return must be made through the librarian of each school. The borrowing teacher will be responsible for picking up and returning materials. Inter-school mail can be used for delivery of media materials.
2. Any defect in the borrowed item should be pointed out upon return of the items and compensation should be made by the responsible party.
3. Intra-district loans will subject to two-week circulations unless special permission is obtained from the Library Media Specialist.

BUDGETS

Library media center budgets are determined by Standards for Accreditation of Oklahoma Schools (see Appendix B). Budgets will consist of a combination of Bond and General fund monies. All funds expended towards books count towards state requirements.

Monies used to meet the state formulas must be spent for books, software, or periodicals only. The Library Media Specialist will keep purchase orders for all purchases from all funding sources for a minimum of five years.

No equipment purchases, supplies, or repairs may be used to meet accreditation budget.

Supplementary textbooks, classroom materials, and consumable teaching supplies used exclusively by special departments for classroom instruction shall not be purchased from media appropriations. Materials purchased with media budgets must be catalogued and available for circulation throughout the school.

COLLECTION DEVELOPMENT

The LMS will develop the collection following district policy (Board Policy #7160) and for the purpose of supporting instruction within and beyond the school. The LMS will assess needs, determine curriculum changes, develop a purchasing plan, and weed the collection in order to maintain a collection of print and non-print materials that meet the needs of students at the school.

WEEDING: This task should be completed in an ongoing manner (Appendix F) in order to develop a dynamic collection. Weeding, or the deselection of materials, should be rigorous and with the purpose of creating a collection that looks inviting, meets stated needs, and provides useful, interesting materials for instruction and recreational reading. Weeding guidelines (Appendix F) have been taken from professional sources and provide the LMS with the opportunity for decisions that meet professional, educational and local standards.

HOW TO ORDER LIBRARY MATERIALS

The library media specialist will select materials for purchase in compliance with Board Policy (see Appendix D). Careful consideration will be given to the curriculum needs expressed by the faculty, interests noted by circulation demands, and collection balance.

Purchases will be made throughout the year as allocations become available. The media specialist should consult with the school financial secretary for purchasing procedures. Refer to MPS finance web page for current Request for Purchase forms and maintain a copy of every request. Each media specialist should keep a record of purchases and a balance of money spent annually for five years.

When ordering with Bond funds, media specialists will follow the directions provided on the Media Services Website. Forms, procedures, and deadlines will be maintained on that site.

CLEARING ORDERS RECEIVED

When materials arrive:

1. Open boxes and check materials within one week.
2. Check the packing slip to make sure everything listed has been received.
3. Check your original order for items not yet received, cancellations and back orders.

4. It is recommended that there be no back orders; however, if a back order occurs, **do not** send an “OK for payment” until everything has been received or cancelled.
5. When all items have been received, send an “OK for payment” to the appropriate financial secretary by sending a copy of the packing slip and/or final invoice showing the purchase order number with the following information: date, your signature and that it is “OK for payment.” If there is no packing slip, make a copy of the purchase order or requisition and sign it in the same manner. A copy of all paperwork should be kept on file by the librarian for 5 years.

CLEARING ORDERS NOT RECEIVED

1. Contact all companies.
2. Clear all back orders in the same manner as above.
3. Notify your financial secretary of all cancellations or that the orders are “OK for payment.”

CITIZEN’S REQUEST FOR REVIEW OF MATERIALS

Books or other materials shall not be removed from library shelves because of partisan or personal disapproval without challenge. This shall be in order to maintain the school’s responsibility in providing information and enlightenment and in accordance with the School Library Bill of Rights.

If a patron wishes to question materials used in the Moore Public Schools, the patron will be given the “Citizen’s Request for Review of Instructional Materials” form. This must be filled out and returned by the patron. Upon the completion and return of the “Citizen’s Request Form” a conference with the librarian and principal is set to discuss the objection to the specific materials.

If a patron is not satisfied after an informal discussion with the principal and librarian, a steering committee and a review panel are formed. All findings from the committee and the panel are sent to the Superintendent or designee.

After consulting with appropriate staff members, the Superintendent or designee notifies the complainant in writing of his/her decision. If the patron is still not satisfied, he/she has the right of appeal to the School Board. The schools are then notified as to the future action to be taken concerning the material in question. *** (update Appendix F for selection/review forms.)

INVENTORY

An annual report will be prepared by the Library Media Specialist and submitted digitally upon request to Media Services at the close of each school year. Information requested on this report will include items noted for Standards for Accreditation of Oklahoma Schools as well as

items which reflect the overall effectiveness of library media programs throughout the district (see Appendix C).

A complete inventory of all materials (books, software, and equipment) shall be conducted at each media center at least every other year. This inventory will serve to update and verify holdings for accreditation reports.

CATALOGING AND PROCESSING MATERIALS

The Moore Public Schools' media centers have adopted the following authorities in order to standardize our cataloging and processing procedures:

1. Dewey Decimal Classification
2. Sears List of Subject Headings
3. District Cataloging Procedures in Destiny

TECHNOLOGY AND EQUIPMENT PURCHASING

The library media specialist working in conjunction with appropriate administrative authority will make limited technology purchases as deemed necessary. All equipment purchased with media funds will be cataloged and circulated through the media center.

DESTINY

A computerized library management system, Destiny, has been installed in all library media centers throughout the district. This system is used to maintain circulation information, library catalog, inventory and various statistical reports of importance for the efficient management of the center.

The management of this system is the responsibility of the Library Media Specialist who may delegate the various clerical tasks involved in operating the system to the library media assistant or to students.

FINES FOR OVERDUE MATERIALS

Secondary Schools

Fines may be assessed for overdue items. Grace period and fines will be determined by individual Library Media Specialists. Fines will not exceed \$1.00 per item per checkout.

Payment must be made for lost or damaged library materials. The Library Media Specialist will provide replacement costs to the student.

Students will be notified regularly of any library obligations. Parents may be notified of these obligations at the end of each semester and will be notified at the end of each school year.

Library Media Specialists must verify *sign* all withdrawal slips indicating that the withdrawing student has cleared all library obligations. Payment will be required for books not returned. (see Appendix F)

FINES FOR OVERDUE MATERIALS

Elementary Schools

No fines will be charged, but students may be responsible for payment of books damaged or not returned. The Library Media Specialist will provide replacement costs to the student.

Students will be notified regularly of any overdue materials. Parents may be notified of these obligations at the end of each semester and will be notified at the end of each year.

Library Media Specialists must verify all withdrawal slips indicating that the withdrawing student has cleared all library obligations. Payment will be required for books not returned.

STUDENTS TRANSFERRING WITHIN THE DISTRICT

Fines and overdue books for students transferring to schools within the district will be carried over to the new school. The student may not be allowed to check out additional books until the obligation is resolved. The media specialist from the student's first school should notify the media specialist at the new school of these obligations.

ADVOCACY OBSERVANCES

The Library Media Specialists in this system are encouraged to observe the following:

1. School Media Month (April);
2. National Library Week (April);
3. Children's Book Week (November)
4. Other special observances as proclaimed by the Governor or President.

COPYRIGHT POLICY

The Moore Board of Education adopts the policy of strict adherence to the Copyright Law PL 94-553 in all forms of reproduction materials (i.e., print and non-print) for all school personnel. The Board of Education recommends the purchase of copyrighted materials in lieu of duplicating in any form.

APPENDIX A

JOB DESCRIPTION MOORE PUBLIC SCHOOLS

Job Title: Media Specialist

Qualifications:

Credentials: Valid teacher's certificate, Standard Oklahoma Library Certificate

Education: Bachelor's degree required; Masters of Library and Information Science preferred.

Training or Experience Required: Sufficient to hold teacher's certificate and possess Library Certificate.

Special Skills, Knowledge, Abilities:

Communication Skills (oral, written, or business): Basic communication skills to exchange information, give/receive simple instructions and respond to inquiries. Includes filling out forms.

Knowledge of grammatical structure, vocabulary for preparing correspondence from rough draft or proofing of completed material. Communicates in clear, grammatically correct English. In addition to above, composes correspondence; trains and directs others and provides complex instructions; conducts interviews.

In addition must use creativity; may make public speeches or presentations. Must be able to teach classrooms.

Data Recording/Record Keeping: Performs data recording/record keeping operations determining what changes need to be made to existing records, including computerized records.

Mathematical Skills: Performs routine computations requiring a knowledge of addition, subtraction, multiplication and division using whole numbers, fractions, decimals and/or percentages.

Reading and Interpreting: Reads and interprets all material in the media center and must know how to locate resources for teachers and students.

Business Machines/Technological Skills: Uses technology requiring thorough competence derived from training such as automated software for media centers, cataloging and retrieval, CD Rom, modems, etc.

Spelling Skills: Incumbent needs to spell correctly and proofreads work of others concerning spelling and grammatical structure.

Typing Skills: Incidental typing/keyboarding is required but no proficiency is required.

Site: **Elementary, Junior High and High School**

Reports To: **Media Coordinator/Principal**

Job Goal (Purpose of Position): Performs skilled/professional- level media center duties under limited supervision to support the mission of the Library Media Program to meet curriculum goals, to increase access to library media resources/audio-visual equipment, and to oversee the clerical and technical assistants in the library to provide service to teachers, students, and other library patrons. An incumbent in this position will utilize discretion, ingenuity and independent judgment due to the complexity of the job. Since there may be several ways to solve a problem, an incumbent is free to choose the solution.

Contact with Others: An incumbent in this position has regular contact by telephone or in-person with the public to determine actual information needed. Job requires interpreting and translating facts and information, explaining situations and issues to persons and advising them of alternative courses of action.

Other Performance Measures:

Knowledge of subject matter; Cares for and effectively assists students with special concerns; Establishes guidelines/syllabus with effective instructional/teaching objectives; Encourages effective learning with proper teaching techniques; Ensures students are acquiring skills and knowledge to apply principles, theories and other learning; Properly monitors student progress (grading, feedback, etc.) and provides environment to encourage independent thinking challenges for more motivated students; Maintains proper classroom/media center discipline.

Contributes to effectiveness/quality of district programs, including extracurricular programs; Keeps accurate records, reports, etc. pursuant to district policy; Actively supports and looks for ways to improve the quality of customer service as provided by the district; Cooperates with other district personnel to improve the quality of education; When serving on committees, maintains an attitude of constructive/supportive behavioral feedback and input to improve the quality of service; Continues to be involved in personal growth and development.

Essential Job Functions (PERFORMANCE RESPONSIBILITIES):

1. Operates and supervises the library to which assigned.
2. Evaluates, selects, and requisitions new library materials.
3. Assists teachers in the selection of books and other instructional materials, and makes library materials available to supplement the instructional program.
4. Informs teachers and other staff members concerning new materials the library acquires.
5. Works with teachers in planning those assignments likely to lead to extended use of library resources.
6. Maintains a comprehensive and efficient system for cataloging all library materials, and instructs teachers and students on use of the system.
7. Promotes appropriate conduct of students using library facilities.
8. Helps students to develop habits of independent reference work and to develop skill in the use of reference materials in relation to planned assignments.
9. Plans cooperatively with classroom teachers for the presentation and discussion of information skills developed through the content areas.
10. Arranges frequently-changing book-related displays and exhibits likely to interest the library's patrons.
11. Prepares and administers the library budget.
12. Supervises library assistants/aides in the performance of their duties.
13. Supervises the clerical routines necessary for the smooth operation of the library.
14. Supervises students in the use of and training for technological resources.
15. Performs other duties as assigned by the Principal/Media Coordinator.

Supervision exercised: An incumbent supervises other Media Assistants/Aides, and clerical employees.

Physical/Mental Requirements and Working Conditions:

Other than those physical/mental requirements included within the essential functions: Must be able to communicate on the telephone. Must be able to get around the media center, locate and retrieve or shelve books or materials. There is occasional carrying and lifting to receive and handle book orders, move damaged equipment, lift and move audio-visual equipment and move library furniture.

TERMS OF EMPLOYMENT: In compliance with Negotiated Contract and/or State Law.
Salary to be established by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with
Board policy.

Approved 03-08-93

APPENDIX B

(Standard VII : Standards for Accreditation of Oklahoma Schools)

PDF is on the next page if in print. If viewing digitally, click [here](#).

APPENDIX C

MPS Library Media Annual Report

Year: Click or tap here to enter text.

School Name : Click or tap here to enter text.

Media Center

Is there a central library at this site?

Yes

No

Does this library serve more than one site?

Yes

No

Library Media Specialist Click or tap here to enter text.

Site Certification Type: Found on LMS Teaching Certificate Click or tap here to enter text.

Library Media Assistant Click or tap here to enter text.

Is assistant **Full Time** **Part Time**

Is the library accessible to students and staffed during the entire school day?

Yes

No

Total number of students enrolled at your site. Use October 1 Child Count

Click or tap here to enter text.

Print and multimedia materials that meet the accreditation statute OAC 210:35-3-126 purchased by the school

General Fund	Click here to enter text.
Student Activity	Click here to enter text.
Bond Money Spent (Set Aside by District):	Click here to enter text.
Grants / Bookfair Reward Dollars	Click here to enter text.
Total for local funds used to purchase books (This total is what is used on the state accreditation report.)	Click here to enter text.

Library Expenditures in Addition to State Accreditation Requirements – For School Staff Information

Author visits expenditure	Click here to enter text.
Software	Click here to enter text.
Periodicals	Click here to enter text.
Furniture	Click here to enter text.
Total Media Expenditure for Equipment	Click here to enter text.
Book Fair profit	Click here to enter text.
TOTAL:	Click here to enter text.

APPENDIX D

MPS SCHOOL BOARD POLICY SECTION 7160 – 7160.3

School Library/Classroom Library Selection Policy

Adopted: October 10, 1983

Last Revised: December 12, 2022

Moore Public Schools encourages young people to locate, use and evaluate relevant materials of instruction as they identify and analyze significant contemporary problems and form judgments about them. However, it is not our duty to direct or compel any particular judgments. We do feel that it is a basic duty of the school library to make available materials of sound literary quality.

It is the policy of the Moore Public School District to select materials for our school and classroom libraries in accordance with the following:

1. Books and other reading matter shall be chosen for values of interest and enlightenment of all students of the community.
2. There shall be the fullest practical provision of material presenting wide points of view concerning the problems and issues of our times, international and local.
3. A review policy has been established for books and materials being challenged by community members.

In interpreting these principles in selection of reading material more specifically, the following will apply:

1. We believe it is the right and responsibility of teachers and librarians to select reading material which is carefully balanced to include wide points of view on any controversial subject.
2. Since materials are selected to provide for the interest and needs of the school community and the school program, they may be selected cooperatively by teachers, principals, and librarians, sometimes with the assistance of students.
3. Selection of materials may be assisted by the reading, examination, and checking of standard evaluation aids, i.e. standard catalogues and book review digests.
4. The goal for selecting materials for school and classroom libraries is to select those in which presentation and the subject matter are suitable for the grade and the interest level at which they are to be used. They will be considered in relation to both the curriculum and to the personal interest of pupils and teachers.

In formulating our policy we considered these subjects which have been topics of criticism: Religion, Ideologies, Sex and Science.

1. **Religion:** Factual, unbiased material which represents all major religions should be included in the library collection.
2. **Ideologies:** The library may, without bias, without making any effort to sway reader judgment, make available basic factual information, on the level of its reading public, on any ideology or philosophy. When selecting these materials, the age of the reader must be taken into consideration. Materials must be age appropriate for the community of readers served.
3. **Sex and Profanity:** Materials that include sex and/or profanity should be subjected to a stern test of literary merit and reality by the librarian, who takes into consideration her/his reading public. The decision should be informed on the basis of whether the book presents life in its true proportions, whether circumstances are realistically dealt with, and whether the book is of literary value. Factual material of an educational nature on the level of the reading public should be included in the library collection. When selecting these materials, the age of the reader must be taken into consideration. Materials must be age appropriate for the community of readers served.
4. **Science:** Medical and scientific knowledge should be made available without any biased selection of facts. When selecting these materials, the age of the reader must be taken into consideration. Materials must be age appropriate for the community of readers served.

If a patron wishes to question materials used in the Moore Public schools, the librarian or teacher who selects the material is contacted, who in turn gives the patron a "Citizen's Request for Review of Instructional Materials" to be filled out and returned. Upon the completion and return of the "Citizen's Request Form", a conference with the librarian and principal is set to discuss the objection to the specific materials.

If the patron is not satisfied after an informal discussion with the principal and librarian, a steering committee and review panel is formed. All findings from the committee and the panel are sent to the Superintendent or designee. After consulting with appropriate staff members the Superintendent or designee notifies the complainant in writing of his/her decision.

If the patron is still not satisfied, he/she has the right of appeal to the School Board. The schools are then notified as to the future of the action to be taken concerning materials in question.

CITIZENS REQUEST FOR RECONSIDERATION OF A BOOK

Code: 7160.1
Last Reviewed: December 12, 2022

Author _____

Title _____

Publisher (if known) _____

Request initiated by _____

Telephone _____

Address _____

City _____

Complainant represents

_____ himself/herself

_____ Organization (give name) _____

_____ Group (identify) _____

1. To what in the book do you object (please be specific, cite pages)?

2. What do you feel might be the result of reading this book?

3. For what age group would you recommend this book?

4. Is there anything good about this book?

5. Did you read the entire book? _____ What parts?

6. Are you aware of the judgment of this book by literary critics?

7. What do you believe is the theme of this book?

8. What would you like your school to do about this book?

do not assign to my child

withdraw it from all students as well as from my child

send it back to the librarian for reevaluation

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

Signature of Complainant

Date

CRITERIA FOR FORMATION OF THE STEERING COMMITTEE AND REVIEW PANEL

Code: 7160.2

Updated: December 12, 2022

STEERING COMMITTEE

The committee shall be composed of three members, one person representing one of the positions from each of the following three numerical categories.

1. Departmental coordinator
2. Building principal or designated assistant principal from the school where the complaint originated.
3. Moore Council PTA President or PTA President designee.

The district level department coordinator shall serve as chairperson of the committee.

PURPOSE OF STEERING COMMITTEE

1. To review citizens' request(s) and rationale(s) for the complaint.
2. To review educational rationale(s) for use of the instructional material(s).
3. To review the context of the complaint.
4. To review and communicate findings of the review panel to complainants.

PROCEDURE OF STEERING COMMITTEE

1. Assemble criteria based on written complaint.
2. Meet with complainant(s) to attempt to resolve conflict
3. Request review panel
4. Set time period for review (20 school days)
5. Gather feedback from the Review Panel
6. Prepare steering committee report and recommendation(s) and send to Elementary and/or Secondary Assistant Superintendent

REVIEW PANEL

The review panel shall be composed of seven members. Efforts will be made to select review panel representatives that represent the diversity of the Moore Public Schools' community.

1. District level departmental coordinator not on the steering committee.
2. Teacher representing the subject area from a school other than where the complaint originated.
3. Public Library Personnel
4. A parent not affiliated with the school where the complaint originated.
5. A student representative
6. A grade appropriate principal or assistant principal not from the same school.
7. Two community members not affiliated with the school where the complaint originated.

PURPOSE OF REVIEW PANEL

1. To read or view instructional materials in question.
2. To complete panel review feedback form.
3. To return the completed form to the steering committee chairperson.

REVIEW PANEL REPORT FORM

Code: 7160.3

Last Reviewed: December 12, 2022

AUTHOR: _____

TITLE: _____

PUBLISHER: _____

COPYRIGHT: _____

MEDIA:

Book: _____

Short Story: _____

Film: _____

Other: _____

Request Initiated By: _____

Address: _____

Telephone: _____

Complainant represents (identify in detail):

Himself/herself: _____

Organization: _____

1. Is there anything in the book to which you object? (Please be specific: cite pages)

2. What do you feel might be the result of reading this book? _____

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

4. Is there anything of value about this book? _____

5. Are you aware of the judgment of this book by literary critics? _____

6. What are your recommendations about this book?

_____ Continue to assign all students

_____ Withdraw it from all students

7. Would you recommend the usage of the material?

a. If the student were older? Specify age _____

b. If the grade level was _____?

c. If all students are not required to study/view supplemental materials?

d. If the setting were _____?

e. Other _____

APPENDIX E

MEDIA HOLD SLIP

Lost Book HOLD Slip

Submit to Financial Secretary so hold can be entered on Infinite Campus.

Student name _____ ID # _____

Name of book _____

Barcode # (starts with T) _____

Price of book \$ _____

Date _____

***Office – please enter as Media Hold with “Owes Library Book” in description.*

Lost Book HOLD Slip

Submit to Financial Secretary so hold can be entered on Infinite Campus.

Student name _____ ID # _____

Name of book _____

Barcode # (starts with T) _____

Price of book \$ _____

Date _____

***Office – please enter as Media Hold with “Owes Library Book” in description.*

Lost Book HOLD Slip

Submit to Financial Secretary so hold can be entered on Infinite Campus.

Student name _____ ID # _____

Name of book _____

Barcode # (starts with T) _____

Price of book \$ _____

Date _____

***Office – please enter as Media Hold with “Owes Library Book” in description.*

APPENDIX F

WEEDING

Weeding can follow multiple criteria for determination of deselection. Use the MUSTY acronym as a guide, specific criteria and copyright considerations.

MUSTY *

M Misleading Can occur more rapidly in technology than mythology. Look for: “Dated” popular fiction. Obsolete information Books containing racial, cultural or sexual stereotyping.

U Ugly Refers to the physical condition of the book Antiquated appearance. Worn-out, frayed, dirty, unable to mend.

S Superseded There may be newer copies available or duplicate copies. Almanacs, yearbooks, encyclopedias superseded by newer editions.

T Trivial Look for appropriateness for the collection. Check for poor writing, inaccurate information, and inappropriate interest or reading level for students.

Y Your collection has no use for the book. It is irrelevant to your curriculum.

* Coined by the American Library Association in cooperation with the Texas State Library, 1976

SPECIFIC CRITERIA

1. Copyright – check this date for a clue to look carefully at content.
2. Content – look for relevance to the needs and curriculum of the school.
3. Physical Condition – look for ease of repair. Is there sufficient time/staff for repairs?
4. Circulations – if not circulated within the last 5 years determine why.
5. Superseded – purchase new if newer material is available.

COPYRIGHT CONSIDERATIONS

These are suggested copyright markers to consider. Utilize other criteria as well as these guidelines.

Dewey Classifications

000	2-10 years	500	5-10 years
100	10 years	600	5-10 years
200	2-10 years	700	5-15 years
300	5-10 years	800	flexible
400	10 years	900	10 years

Biographies	flexible
Fiction	10 years
Encyclopedia	5-7 years
Reference	evaluate on individual item basis
Periodicals	5 years
Almanacs	3 years

CONSIDER KEEPING

- o Classics, award winners
- o Local history
- o Annuals and school publications
- o Titles on current reading lists
- o Out of print titles that are still useful
- o Biographical sources