LIBRARY/MEDIA CENTER MATERIALS SELECTION & ADOPTION

Admin. Reg. IS-38
October, 2017

I. Purpose. To establish the Superintendent's expectations for the selection and adoption of materials for the library/media center.

II. Role of the School Library Media Professionals.

A. School library media professionals assume a leadership role in promoting the principles of intellectual freedom within the school by providing resources and services creating and sustaining an atmosphere of free inquiry.

B. School library media professionals are to cooperate with other individuals in building collections of resources appropriate to the developmental and maturity levels of students.

III. Library Collections. Resources in library media collections do the following:

A. Represent diverse points of view on current as well as historical issues.

B. Accommodate the needs of students for whom English is a second language.

C. Reflect the linguistic pluralism of the community.

D. Provide resources and services free of constraints resulting from personal, partisan, or doctrinal disapproval.

IV. Role of the School Library Media Program. The school library media program is integral to and supportive of the school curriculum. The library media program provides a wide range of resources and information satisfying the educational needs and interests of students as follows:

A. Materials are selected to meet the wide range of students' individual learning styles.

B. Media centers are places where students may explore more fully classroom subjects that interest them, expand their imagination, delve into areas of personal interest, and develop the ability to think clearly, critically and creatively about the resources they have chosen to read, hear, or view.

C. Media centers provide settings where students develop skills they will need as adults to locate, analyze, evaluate, interpret, and communicate information and ideas in an information-rich world. Students are encouraged to realize their potential as informed citizens who think critically and solve problems, to observe rights and responsibilities relating to the generation and flow of information and ideas, and to appreciate the value of literature in an educated society. The collection includes materials to meet the needs of all learners, including the gifted as well as the reluctant readers, the mentally, physically and emotionally impaired and those from a diversity of backgrounds.

D. The library media program strives to maintain a diverse collection that represents various points of view on current and historical issues, as well as a wide variety of areas of interest to all students served.

V. Criteria for Selection of Materials.

A. Materials should support and be consistent with the BCSD general educational goals and the educational goals and objectives of each individual school. Materials shall be appropriate for the students for whom they are selected.

B. Materials should be selected to support and enrich both the curriculum and the personal needs of our students and faculty, taking into consideration diverse interests, abilities, socioeconomic backgrounds, maturity levels, and students' extracurricular interests. Materials selected should encourage an appreciation for both informational and recreational reading, viewing, or listening.

C. Care will be taken to select materials meeting standards of high quality including the following:

1. Educational significance;

2. Physical format;

3. Presentation, including special features such as indexes, table of contents, illustrations, photographs, maps, charts, and graphs;

4. Readability;

5. Authenticity and accuracy in factual content;

6. Artistic quality or literary style; and

7. Technical production/construction that is well-crafted, durable, manageable, and attractive

D. Materials should be considered relating to their overall purpose and their direct relationship to instructional objectives and/or the curriculum.

E. The literary style of a work should be appropriate and effective for the subject matter and its intended readers or viewers.

F. The value of any work must be examined as a whole. The impact of an entire work will be considered, transcending individual words, phrases, and incidents.

G. Resource sharing shall be considered in purchasing decisions. Materials may be purchased or not purchased based on networking and collaborative relationships with other area collections and depending upon extent of need.

H. Materials will be purchased in a variety of formats with efforts made to incorporate emerging technology when they meet the criteria outlined above.

I. Gift materials will be evaluated by the criteria outlined above and will be accepted or rejected in accordance with these criteria.

VI. Procedure for Selection of Educational Resources for Library Media Centers.

A. Introduction.

1. Educational resources shall be selected by the appropriate professional personnel in consultation with administration, faculty, and students. Final decision on purchase shall rest with the Board of Education and/or its designee.

2. The Superintendent believes it to be the responsibility of the professional staff to select instructional resources, both print and non-print, of the highest quality supporting the BCSD educational philosophy.

B. Selection of Educational Resources.

1. The purpose of the school is the development of responsible and well-informed citizens. This purpose must be pursued with the understanding each student is an individual with differing needs and differing potential for achievement. In this belief, the BCSD maintains the following criteria for selection of educational resources supporting and augmenting the curriculum:

    a. Provide educational resources to enrich and support the curriculum and encourage self-directed learning and extend the boundaries to students' knowledge and experience, taking into consideration the varied interests, abilities and maturity levels of the students served.

    b. Provide educational resources to stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards.

    c. Provide a background of information to enable students to make intelligent judgments in their daily life.

    d. Provide educational resources on opposing sides of controversial issues so students may develop under guidance the practice of critical reading, thinking, and evaluating resources of communication.

    e. Provide educational resources representative of the many religious, ethnic, and cultural groups and their contributions to American heritage.

    f. Place principle above personal opinion and reason above prejudice in the selection of educational resources of the highest quality in order to ensure a comprehensive collection appropriate to the users of the library media center.

2. The use of these criteria without influence of personal opinion or prejudice results in a comprehensive collection of educational resources of the highest quality which should, under guidance, develop young citizens who, through the practice of critical thinking, can make intelligent judgment in their daily lives

3. The BCSD welcomes interest and comments concerning any educational resources used in the BCSD. However, the ultimate selection of any educational resource remains a professional responsibility and cannot be delegated to any lay person or lay group.

C. Selection Sources.

1. Library Media Center Books. All books shall be selected from recommended sources as printed in the *List of Sources Selection: Library Materials for South Carolina Elementary and Secondary Media Centers* Published by the Library Committee, South Carolina State Department of Education (most recent edition) and other standard lists.

2. Non-book Resources. Many reliable sources are available for the selection of non-book resources, but the resources so selected shall conform to and supplement the curriculum of the school. BCSD employees are to consult the *List of Sources Selection: Library Materials for South Carolina Elementary and Secondary Media Centers* (most recent edition) published by the South Carolina State Department of Education and other standard lists.

3. Gifts to the Library Media Center.

a. The library media specialist shall exercise caution in accepting educational resources as gifts and in accepting cash gifts which have conditions attached.

b. The selection of educational resources, for which cash is given, shall be made by the library media specialist.

c. The decision to place or remove gift educational resources in the school shall be based on the same standards as in the selection criteria.

D. The form "Citizen's Request for Additional Educational Resources" form should be filled out by anyone suggesting educational resources to be added to the library media center and given to the media specialist.

VII. Procedures for Handling Questioned or Challenged Library Media Center Materials.

A. All BCSD employees are charged with the responsibility of upholding the principle of intellectual freedom rather than defending a selected educational resource.

B. In the event a citizen wishes to challenge educational resources, the following procedures should be followed:

1. The citizen shall direct the request for review to the Principal of the school involved.

2. The Principal shall assure the citizen his/her opinion shall be considered and his/her interest is welcome. The Principal and citizen shall discuss the complaint.

3. If, after discussion, the citizen and Principal are unable to resolve the issue and the citizen desires to continue with the complaint, the Principal should explain the BCSD procedure for handling complaints. The citizen shall be given four (4) copies of "Citizen's Request for Review or Withdrawal of Educational Resource" form.

4. The citizen shall complete the form, sending one (1) copy to the Superintendent, one (1) to the Principal, and one (1) to the teacher or library media specialist whose material is under criticism.

5. The resource(s) shall be reviewed again in the light of objections raised; however, during this period, the resource(s) shall remain in use in the school. The review shall be completed at the earliest possible time after the resource(s) is/are questioned. A definite routine shall be followed to ensure the incident is given due importance and treated objectively and unemotionally.

    a. To reevaluate the challenged resource(s), the Principal shall appoint a review committee composed of the following persons (one member to be recorder):

        i. The BCSD supervisor of library media services;

        ii. The school library media specialist;

        iii. A teacher assigned to the school;

        iv. One (1) parent representing a school family; and

        v. The Principal, who shall act as the chairperson.

    b. Members of the committee shall study all resources referred to them and shall also read reviews or resource(s) in question.

    c. The committee shall complete its review and issue a report within ten (10) business days after receipt of the complaint. A copy in writing shall be sent to the complainant and to the Superintendent.

6. The decision of the review committee may be appealed to the Superintendent by the complainant if he/she is not satisfied with the review committee's report.

    a. This appeal must be in writing.

b. The Superintendent, or his/her designee, shall act as chairperson. Other members will be the review committee and the complainant(s) (not to exceed a total of seven (7) complainants)

c. After hearing the request for reconsideration of resource(s) in question by the complainant and the report of the review committee, the Superintendent shall make a recommendation to the Board. A copy of this recommendation shall be sent to the complainant and to the chairperson of the review committee.

d. This recommendation shall be heard at the next regular scheduled meeting of the Board, and the Board shall make a decision thereon. The Board's decision shall be final.

VIII. District Library Media Advisory Committee ("DLMAC").

A. The DLMAC's membership shall be diverse and include the following persons:

1. BCSD library media services supervisor or library media coordinator;

2. Superintendent or his/her designee;

3. No fewer than three (3) BCSD library media specialists, consisting of one (1) elementary school representative, one (1) middle school representative, and one (1) high school representative;

4. No fewer than three (3) Principals or assistant principals, consisting of one (1) elementary school representative, one (1) middle school representative, and one (1) high school representative;

5. No fewer than three (3) teachers, consisting of one (1) elementary school representative, one (1) middle school representative, and one (1) high school representative;

6. No fewer than three (3) parents, consisting of one (1) elementary school representative, one (1) middle school representative, and one (1) high school representative;

7. No fewer than two (2) students, consisting of one (1) middle school representative and one (1) high school representative;

8. A curriculum coordinator or curriculum specialist;

9. No fewer than one (1) school board member;

10. No fewer than one (1) school business partner; and

11. No fewer than one (1) community-at-large representative.

B. If the BCSD has a curriculum specialist on-site from the State Department of Education (SDE), then that person should serve on the DMCAC. If the BCSD does not have an SDE curriculum specialist on-site but employs curriculum coordinators, then a representative from the curriculum coordinators should serve on the DLMAC.

C. DLMAC membership shall be a two-year term. Members shall be divided into classes (e.g., class of 2008, class of 2009) with 50 percent of the membership rotating off each year. Membership rotation provides continuity and facilitates the work of the committee.

D. The DLMAC shall elect a chairman, vice-chairman, and recording secretary at the first meeting of each school year. The chairman's responsibilities include, but are not limited to:

1. Working with the BCSD library media services supervisor to set the agenda for each meeting;

2. Presiding at each meeting;

3. Assigning each member to work on various subcommittees created to accomplish the work of the DLMAC;

4. Serving as chair of the strategic planning subcommittee; and

5. Assisting members of the DLMAC as necessary to ensure the work of the committee is accomplished.

E. The vice-chairman's responsibilities include, but are not limited to:

1. Presiding at any meeting where the chairman is absent;

2. Assisting the BCSD library media services supervisor in preparing library media center statistical reports (e.g., quarterly and end-of year reports to Superintendent senior staff, SDE LMS Annual Survey); and

3. Serving as chair of the short-range planning committee for collection development.

F. The secretary's responsibilities include, but are not limited to:

1. Recording and disseminating minutes from each of the meetings;

2. Tracking attendance; and

3. Handling any and all correspondence from the DLMAC such as writing and distributing minutes of the meetings, submitting news articles related to school library media centers, and sending meeting reminders.

G. The DLMAC should meet at least twice during the school year (i.e., once each semester). The meeting dates shall be scheduled for the entire school year, and those dates should be noted on the BCSD calendar. Meeting reminders with the proposed agenda shall be sent to all members and meetings announced in the minutes from the previous meeting, the BCSD newsletter, the BCSD Web page, the BCSD library media services' newsletter, and the BCSD library media service's Web page.

H. As advisors to the BCSD library media services supervisor and as advocates for the BCSD library media center programs, members of the DLMAC make a commitment. Each DLMAC member shall pledge to support the BCSD library media centers' staff members and programs and to work collegially to enhance and improve all library media center programs, resources, and services for the benefit of students and teachers.

I. The DLMAC shall work with the BCSD library media services coordinator to:

1. Collect data from each school's LMC needs assessments to determine what additional resources (e.g., books, videotapes, DVDs, computer software, furnishings) are needed;

2. Collect data from each school's LMC student and faculty surveys to gauge customer satisfaction with the LMC programs;

3. Develop a five-year strategic plan for the library media centers based on the results from the student and faculty surveys and the needs assessments;

4. Collect relevant data and use that data to prepare and submit regular reports to the BCSD administration showing the direct positive impact of the LMC programs on student achievement;

5. Prepare a proposed budget to meet the needs identified in the needs assessment and submit it to the Superintendent;

6. Develop short-range plans for collection development based on the BCSD implemented curriculum, LMC collection maps, and input from teachers and students;

7. Identify strategies for facilitating collaboration between the classroom teachers and the LMC's professional staff to ensure integration of the LMC resources and services into each school's instruction program;

8. Work with BCSD and school administration, LMC professional staff, BCSD curriculum coordinators, and classroom teachers to implement identified collaborative instructional strategies;

9. Assist LMC professional staff in collecting relevant data for the SDE LMS Annual Survey; and

10. Advocate for the BCSD school library media programs.

The October, 2017, revisions incorporate former BCSD Administrative Regulations IS-38-E(1), Procedure for Selection of Educational Resources for Library Media Centers, IS-38-E(3), Procedures for Handling Questioned and Challenged Materials, and IS-8-E(5), District Library Media Advisory Committee.

Adopted: July 18, 2001
Revised: October, 2007; September, 2009; October, 2017

Legal references:

A. Federal legislation:
   1. Copyright Act of 1976, Title 17 USC Section 101 *et seq.*, effective January 1, 1978.
   2. 20 U.S.C. Code, Section 1232h, as amended

B. S. C. Code, 1976, as amended:
   1. Section 59-31-10 - Library committee.