

**EDYTHE J. HAYES MIDDLE SCHOOL**

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**LIBRARY-MEDIA CENTER COLLECTION DEVELOPMENT POLICY**

**REQUIRED LAW THAT POLICY MEETS (IF APPLICABLE)**

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**POLICY**

**STATEMENT OF POLICY**

The policy of the Edythe Jones Hayes Middle School Library is to provide a wide range of educational resources at varying levels of difficulty, with diverse appeal, presenting differing viewpoints to meet the needs of its school community.

**OBJECTIVES OF COLLECTION DEVELOPMENT**

The library media specialists' primary objective in a collection development policy is to assist in the implementation, enrichment, and support of the school system's educational program by selecting and providing:

- Educational materials that reflect modern society
- Educational materials in all formats (printed, nonprint, electronic) on all levels of difficulty, reflecting varied viewpoints
- Educational materials that satisfy the curricular needs, as well as the individual recreational and research needs of students, faculty, and staff

**GENERAL SELECTION CRITERIA**

The library media specialist has primary responsibility for selecting the materials offered for the use of the school community.

**Fayette County Public Schools Board Policy # 08.233:**

**Library Media Centers**

The Board shall establish, maintain and staff a library media center in every school in keeping with statutory requirements.

**Selection of Media Materials and Equipment**

In schools with SBDM school councils, the council shall consult with the school media librarian on the maintenance of the school library media center, including purchase of instructional materials, information technology, and equipment. In schools without SBDM school councils, the librarian and media personnel shall be responsible for coordinating the selection and recommending to the Principal for the purchase of materials and equipment based on the existing collection, the curriculum, and the needs of the school.

**Gifts** – See policies 03.1322/03.2322.

**Review**

The librarian shall inventory and review the collection at least every two (2) years for wear and obsolescence and, with the approval of the principal, dispose of materials which are no longer suitable for use for these reasons.

**Fayette County Public Schools Board Policy # 08.233 AP.1:**

**Library Books**

**STAFF RESPONSIBILITIES**

Selection of library books and educational media shall be a joint effort involving teachers, library media staff, and students and must correlate with curriculum needs..

Identification of specific titles may be chosen by various techniques, including:

1. Directly examining potential materials;
2. Reading published reviews from reputable selection tools;
3. Visiting evaluation centers; and
4. Examining exhibits at conferences.

#### **SELECTION**

1. Elementary and secondary media advisory committees may be established to define different grade and subject content requirements.
2. The basic collection may be chosen from standard media selection aids.
3. Sets of materials and materials acquired by subscription shall be examined carefully and purchased only to fill a definite need.
4. Final choices of new materials shall be made by professional media personnel in cooperation with the Principal in each school..
5. Items which are worn, damaged, or lost shall be replaced periodically.

#### **DISCARDING MATERIALS**

Selection is an on-going process that should include recommending the removal of materials no longer appropriate. Materials which become out-of-date or are no longer useful should be withdrawn from the collection. Decisions by the school librarians to discard print and nonprint materials shall be based on evaluation criteria and communicated to the Coordinator of Media Service.

### **School Collection Development Criteria**

- Materials to support the educational goals of the school district and the objectives of the board-approved curriculum
- Materials selected for a reason and purpose and evaluated as to aesthetic, literary and social value, with an eye toward the age and emotional maturity of the students served
- Materials reflect sensitivity to the achievements, needs, and rights of females and males, various ethnic groups, and other cultures
- Materials about political theories and ideologies, religion, public issues and controversial topics maintain a balance representing various opinions.
- All material is judged as a whole, considering the author's/producer's intent rather than focusing solely upon individual words, phrases, pictures or incidents taken out of context.

### **SPECIFIC COLLECTION DEVELOPMENT CRITERIA**

- AUTHORITY - the qualifications and credibility of the persons accountable for the creation of the material.
- SCOPE - the overall purpose and coverage of the material.
- FORMAT & TECHNICAL QUALITY - refers to the physical character and creation standards evident in the work.
- AUTHENTICITY - the validity, reliability and completeness of the material as well as the degree of bias or objectivity presented; accuracy and timeliness are important considerations here, also.
- TREATMENT & ARRANGEMENT - the clarity, logical development and flow of the content.
- AESTHETICS - the material's appeal to the imagination, senses, and intellect so that the user's discernment and sense of artistic appreciation will be developed.
- PRICE - the value of the contemplated selections relative to existing budget limitations and other priorities.
- SUITABILITY - the appropriateness of the material to the prevailing maturity level of the students who will use the resource and its application to the school district's educational objectives and curriculum.
- SPECIAL FEATURES - any distinctive or unique characteristics of one material that may be absent from others on the same subject.

### **PROCEDURES FOR COLLECTION DEVELOPMENT OF LIBRARY MATERIALS**

Library Media Specialists will consider one or more of the following when

#### Purchasing new materials:

- Alignment to core content
- Individual recreational reading interests of the school community
- Long range collection development plan
- Respected review sources - e.g.: *Booklist*, *School Library Journal*, *VOYA*
- School community requests will be purchased if at all possible when they meet the selection criteria.

#### Accepting gifts:

- Gifts are appreciated, but acceptance is contingent on gifts meeting selection policy standards. Otherwise they will be disposed of as directed in **FCPS Board Policy # 08.233 AP.1**

Evaluating items to be withdrawn:

- Dated materials or materials no longer used will be withdrawn.
- Replacements will be made when appropriate.

**REVIEW OF INSTRUCTIONAL LIBRARY MATERIALS**

**Fayette County Public Schools Board Policy # 08.2322 - Review of Instructional Materials**

**Request for Review**

The review of instructional materials, including textbooks, supplementary materials, and library books, on the basis of citizen concerns will be conducted in response to a properly filed written request under procedures developed by the Superintendent. In schools operating under SBDM, these procedures for review shall include school council consideration of the written concerns regarding instructional materials. Forms for such requests may be obtained from the school and will be made available to any resident of the school district at the Superintendent's Office. The request shall include a written statement of reason for objection and a statement of the desired action regarding the material under consideration.

Employees receiving a written request for review of instructional materials shall notify the Principal of the complaint, who shall then notify the Superintendent. The Superintendent shall notify the Board of all complaints filed and the council's response.

In the event of a citizen complaint regarding instructional materials, freedom of information and professional responsibility shall be the guiding principles.

The Superintendent and the Board shall be informed of the complaint.

**Committee**

In schools operating under SBDM, the review process shall be determined by council policy.

**Appeal**

Individuals may appeal a council's decision concerning challenged materials under the Board's policy on appeal of SBDM decisions. Should a complaint be resolved at a previous level, the Board will also receive copies of all reports concerning a complaint.

**FORM 08.2322 AP.2 attached on page 4**

**School Review of Instructional Library Materials Policy**

PROCEDURE

- Informal Reconsideration:

The school library media specialist shall explain to the complainant the school's selection procedure, criteria, and the qualifications of those selecting the material(s). The school library media specialist or the classroom teacher shall explain the particular place the questioned material occupies in the educational program, its intended educational purpose, and any additional information regarding its use.

- Formal Reconsideration:

If the complainant wishes to file a formal challenge, the complainant must personally obtain a copy of the school's "Request for Reconsideration of Instructional Materials" which is kept in the school library media center. The Request for Reconsideration of Instructional Materials form (08.2322 AP.2) shall be completed, signed, and dated by the complainant and filed with the principal, with a copy to the library media specialist.

The material in question will not be pulled from the instructional program during the reconsideration process.

- Guidelines for the Reconsideration Committee:

This committee will be formed prior to a reconsideration request being filed. Its membership will be predetermined at the beginning of each school year.

The library media specialist will alert the principal who will call the School Reconsideration Committee together within fourteen working days of receipt of the formal complaint. The School Reconsideration Committee will include a school library media specialist, two classroom teachers, a parent, an administrator, and a student (with signed parental permission). **[a student is recommended as member for secondary schools only]**

At the first organized meeting, the committee members will receive a copy of the challenged material. Within thirty working days of the initial meeting, the School Reconsideration Committee will convene and prepare a written recommendation to the SBDM for the disposition of the complaint.

The principal will notify the site-based school council, in writing, of the committee's decision with a copy to the media specialist and the principal.

- The Site-based Council will vote to accept or reject the decision of the School Reconsideration Committee and will notify the complainant in writing of the SBDM decision.

<b>CURRICULUM AND INSTRUCTION</b>	08.2322 AP.2
Complaints about Instructional Materials Request for Reconsideration of Instructional Materials	
SCHOOL: _____	
Please check type of material:	
• Book • Film • Record • Periodical • Cassette • Filmstrip	
• Kit • Pamphlet • Other (describe) _____	
Title: _____	Author: _____
Publisher or Producer: _____	
Request initiated by: _____	Telephone: _____
Address: _____ City/State/Zip: _____	
The following questions are to be answered after the complainant has read, viewed, or listened to the material in its entirety. If sufficient space is not provided, attach additional sheets. Please sign each additional attachment.	
What do you object to in the material? (Please be specific; cite page, filmstrip frame, film sequence, etc.)	
_____	
_____	
What do you believe is the theme or purpose of this material?	
_____	
_____	
What do you feel might be the result of a student using this material?	
_____	
_____	
For what age group would you recommend this material?	
_____	
_____	
Is there anything good in this material? _____ Please comment:	
_____	
_____	
Would you care to recommend other instructional material of the same subject and format?	
_____	
_____	
Signature of Complainant _____	Date _____
Reviewed by Board: _____	10-2-89
Revised and Reviewed: _____	
Revised and Reviewed: _____	
Revised and Reviewed: _____	
Revised and Reviewed: _____	