

5004 - Library Media Center

All materials in Santa Fe South Schools libraries align to the educational mission of Santa Fe South Schools and the Department of Library Media Services. The goal of classroom and site libraries is to ignite a passion in students to become critical thinkers and thoughtful users of information through teaching, collaboration, and equitable access to a diverse collection of resources.

Resources for each school's library media center are selected by the Reading Specialist and Reading Content and Curriculum Coordinator in cooperation with district and site administration.

School Libraries Exist to:

- Provide materials which enrich and support educational programs.
- Create lifelong readers and learners who choose to read for both information and personal enjoyment.
- Foster critical analysis and informed decision making by providing materials representative of cultural, social and religious diversity.

Process for Selecting Library Materials:

Santa Fe South Charter School partners with The Heinemann Corporation for age appropriate reading lists. The Heinemann Corporation works with a team of experienced educators to 'curate' the lists that comprise their classroom library catalog. For K-3, a team of grade level reading experts were assembled to review and make recommendations. For grades 4-8, teams of subgenre specialists were assembled (ex: historical fiction, poetry, fantasy etc.) to review and make recommendations.

For each shelf that comprises a grade level classroom library, the team used the following criteria to score potential selections:

- Will this book lure a reader to read and give readers the right mix of support and challenges?
- Will this book help kids develop skills as powerful readers?
- Will this book support the curricular needs of this particular grade level?

For upper grades:

- For non fiction books: will this book support students in sustained reading?
- For fiction: will this book support rich interpretation, craft, and character work?

During the process of putting texts into circulation, titles are reviewed for appropriateness. The primary ways we do this are to consider:

- Age appropriateness of the theme of the text
- Reading level appropriate for the intended grade level

Materials donated, not purchased, are judged by the criteria outlined and shall be accepted or rejected by those criteria.

Reconsideration Process for Removal of School Library Media Materials:

Procedures for removal of school library media materials is an ongoing process that should include the removal of resources no longer appropriate, but also for the replacement of lost and worn materials still of educational value. This process keeps the collection current and relevant and is conducted by site and district professionals who are directly involved in the selection process.

Resources considered for removal may include but are not limited to items:

- In poor physical condition,
- Containing obsolete subject matter,
- No longer needed to support the educational program
- Superseded by more current information,
- Containing inaccurate information, or
- Deemed inappropriate for that particular site or grade level as the result of a submitted Literature Request Review (see below).

Items withdrawn will have all school identification removed or blacked out. Items purchased with Federal Funds will be removed according to Federal Program Guidelines.

School Library Media Materials Reconsideration:

When school library media materials requested for reconsideration are challenged, both parties are given equal opportunity to defend their stance to the Superintendent or his designee and the School Board in case of an appeal.

Challenge Procedure:

Any patron may challenge school library media materials on the basis of appropriateness. This procedure is for the purpose of considering the opinions of those persons in the schools while also considering the community who are not directly involved in the selection process. The reconsideration processes shall be strictly followed.

If a patron wishes to question materials contained in any school or classroom library or any content-related materials, the following form must be completed:

<https://forms.gle/FaExMSyXVErcBRHX8>

Once the form is received by the Superintendent of Santa Fe South Schools, a conference will be set with the Reading Content and Curriculum Specialist, Site Reading Specialist or Library Media Specialist, and the Site Administrator. A decision will be made, and the patron will be notified in writing. If the patron is not satisfied with the ruling, he or she has the right to appeal to the School Board. After the final ruling by the Board of Education, all parties will be notified of the decision and proper actions taken.