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The Board recognizes the right of District community members to voice concerns and objections about instructional materials and the discussion of controversial issues. This policy addresses how those concerns and objections can be raised.

Definitions

For purposes of this policy, the following definitions apply:

- a) "Library material" means any print or non-print material which is catalogued and processed as part of the library media center for use by students and staff. Examples of library materials include, but are not limited to: hardcover and paperback books; e-books; online databases; DVDs; streaming videos; sound recordings; magazines; newspapers; pamphlets; pictures; charts; games; kits; maps; models; microforms; slides; specimens; and transparencies.

Ballston Spa Central School Library Vision/Mission

The Ballston Spa Central School Libraries are welcoming places where all who enter feel safe, brave, and supported, foster a love of reading and learning, engage in media literacy, personal interests, and wonders while becoming critical thinkers.

In pursuit of the districtwide goal of promoting educational excellence, each library media center seeks to provide the school community with a balanced collection of learning resources and instructional materials with varying levels of difficulty and multiple points of view and representing a diversity of appeal and presentation.

Ballston Spa Central School District libraries are guided by the principles set forth in the Library Bill of Rights and its interpretative statements, including "Access to Resources and Services in the School Library", the American Library Association's Freedom to Read Statement, and The Students' Right to Read Statement of the National Council of Teachers of English (Appendix 1).

Ballston Spa Central School District Mission

Our mission is that The Ballston Spa Central School District will provide an excellent education that maximizes the potential of each student. In partnership with the family and community, our students will become responsible and well-rounded adults.

Objectives

The objectives of these Guidelines are to outline the selection criteria, review, and evaluation procedures for library resources, as delegated to the Library Media Specialists in Board of Education Policy 8320.

The objectives of the Ballston Spa Central School District library collections are:

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- To support the learning and instructional needs of the school community both academic and recreational reading.
- To position the library as a partner in lifelong learning.

Acquisition (Selection) Procedures

Responsibility for the selection of library materials has been delegated by the Board of Education to the Superintendent of Schools and/or their designee, including professionally trained library personnel. The Board of Education makes provision for funds to be budgeted for the purchase of library materials.

When appropriate, the school library media specialist(s) will work cooperatively with the Superintendent, other District administrators, instructional staff, the Board, students, and/or District community members to identify, order, and organize library materials.

The library may accept gifts from individuals. Gift materials will be added to the collection only if they meet the same criteria and standards established for the selection of all library materials. The School Library Media Specialist has the right to refuse and/or discard any unsuitable or inappropriate gift. When an individual or group wishes to make a gift to the library, such inquiries may be directed to the School Library Media Specialist and Building Principal.

Selection is an ongoing process that should include modifying materials. In order to maintain the quality of the collection, the Library Media Specialist will remove materials that are no longer used or needed, add materials, and replace lost and worn materials that still have educational value.

Selection Criteria

- Selected materials will:
 1. enrich and support the curriculum with consideration for all students' learning styles and varied interests;
 2. stimulate growth in knowledge, literary appreciation, aesthetic values, and support individual recreational interests;
 3. express various points of view so that students may apply critical thinking skills, analyze information and opinions and make informed judgments and decisions;
 4. consist of multiple formats including books, periodicals, audiovisual and digital resources.

Deselection Procedures

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Ballston Spa Central School District School Library Media Specialist will evaluate collections regularly for deselection purposes.

Decisions for deselection will be made by Ballston Spa Central School District School Library Media Specialist based on deselection criteria and data collected during the evaluation process.

- Decisions for deselection will include ongoing considerations of the selection criteria as well as:
 - Usage
 - Relevance
 - Accuracy
 - Currency
 - Condition
 - Format

Objection of Library Materials

Despite the care taken to select diverse, quality materials for student and teacher use and the qualifications of those involved in the selection process, objections both formal and informal to library resources that are deemed offensive or inappropriate may occur. Community members of Ballston Spa Central School District may express a concern or request for objection of a Ballston Spa Central School District library resource.

Informal Complaints

Persons with a complaint regarding a library item shall be directed to the School Library Media Specialist. If a community member makes a complaint to administration or the Board of Education then the complaint will be directed to the librarian in the building that houses the library material in question.

The librarian will attempt to resolve the issue informally.

As part of the discussion, the librarian will:

1. Explain the district's selection policy, selection criteria, diversity of the collection with resources from many points of view, and the selection process.
2. Share that each parent/guardian has the right to determine the appropriateness of library resources for their children and should accord the same right to other families.

If the complaint cannot be resolved informally, the School Library Media Specialist will:

1. Explain the formal objection process and provide the Request for Reconsideration form to be completed by the complainant.
2. If there is concern about multiple items, a separate form must be completed for each item

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Throughout the process, no library resources shall be removed or restricted from use.

If the informal complaint remains unresolved, the Principal will notify the Superintendent and the Director of Curriculum, Instruction and Assessment that a request for formal review of a library material has been received.

Formal Request for Objection

The following procedures should be followed if, after informally discussing the questioned resource, no resolution is reached.

1. The complainant is required to complete and submit the reconsideration form to the building principal and librarian within 5 working days. Upon receipt of the form, the principal will notify and provide a copy of the reconsideration form to the Superintendent and Director of Curriculum, Instruction and Assessment
 - a. If a completed reconsideration form is not submitted within 5 working days, the matter is considered closed.
2. The Superintendent will, within five (5) working days, refer the request to a Review Committee.
 - a. The district established review committee will be appointed by the Superintendent and will include a district school library media specialist and at least one member of each of the following: administrative staff, parent representative, representative from the teaching staff, and secondary student body member.
3. The Review Committee shall judge the material in question on its conformity to the objectives and criteria outlined in the district's selection policy.
 - a. Superintendent or designee will secure copies of the objected material for the committee to review.
 - b. The Review Committee will review vision/mission statement, Ballston Spa Central School Library Collection Development Guidelines, the Library Bill of Rights, the completed reconsideration form, reviews of the resource being reconsidered, and a list of awards or honors if any.
 - c. The Review Committee has sixty days to make a decision.
 - d. The Review Committee's written decision will be submitted to the superintendent.
4. A decision on the complaint will be made at a regular board meeting or special board meeting within 60 days of receipt of the written appeal.

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- a. The board decision will be final, and the Superintendent will implement the decision.
5. Appeal of decision by the review committee may be submitted in writing to the Superintendent. If the superintendent's decision is appealed, they must submit the appeal to the Board for action.
 - a. Objection of the item for substantially similar concerns will not be entertained for a period of five years after a decision has been made.

During the period of sixty days:

- No library resources shall be removed or restricted from use.
- The complainant will be offered a packet of materials which includes:
 - a. Ballston Spa Central School District vision/mission statement
 - b. Ballston Spa Central School District Collection Development Guidelines found within district policy 8320- "Textbooks, Library Materials, and Other Instructional Materials"
 - c. Library Bill of Rights

Roles and Responsibilities of Review Committee

1. The Review Committee will schedule a formal meeting within five (5) business days/school days after the Superintendent receives the written request for objection.
 - a. The meeting itself may occur outside of this 5-day period in order to accommodate committee members' availability.
2. At the initial Review Committee meeting:
 - a. The committee will review objection committee guidelines and procedures.
 - b. A member of the committee should keep minutes.
 - c. Plans for distribution of objected material will be shared with the committee.
 - d. The committee reserves the right to use outside expertise if necessary to help in its decision-making process.
 - e. The complainant may not participate in or observe the committee's deliberations.
 - f. All committee members will remain anonymous and only identified by role.
3. During subsequent Review Committee meetings:
 - a. All committee members should fully review the objected material (read or view the entire work) before voting.

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- b. The committee will make its decision determined by the simple majority to retain, move the resources to a different level, or remove the resource. This will be a secret ballot vote.
4. The committee's written decision will be submitted to the superintendent within 60 days of formal written objection.

Sources

Mardis, Marcia A. *The Collection Program in Schools: Concepts and Practices*. 6th ed., Santa Barbara, Libraries Unlimited, 2016.

"Selection and Reconsideration Policy Toolkit for Public, School, and Academic Libraries."

American Library Association, Jan. 2018, www.ala.org/tools/challengesupport/selectionpolicytoolkit.

NOTE: Refer also to Policies #8320 -- Textbooks, Library Materials, and Other Instructional Materials

Adoption Date: _____

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Appendix 1

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.
- VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.
Inclusion of "age" reaffirmed January 23, 1996.

<https://www.ala.org/advocacy/intfreedom/librarybill>

Interpretations of the Library Bill of Rights

<https://www.ala.org/advocacy/intfreedom/librarybill/interpretations>

Interpretations of the Library Bill of Rights: Access to Resources and Services in the School Library

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The school library plays a unique role in promoting intellectual freedom. It serves as a point of voluntary access to information and ideas and as a learning laboratory for students as they acquire critical thinking and problem-solving skills needed in a pluralistic society. Although the educational level and program of the school necessarily shapes the resources and services of a school library, the principles of the Library Bill of Rights apply equally to all libraries, including school libraries. Amended 2014.

Full statement at

<https://www.ala.org/advocacy/intfreedom/librarybill/interpretations/accessresources>

American Library Association: The Freedom to Read Statement

<https://www.ala.org/advocacy/intfreedom/freedomreadstatement>

The Students' Right to Read statement of the National Council of Teachers of English

<https://ncte.org/statement/righttoreadguideline/>

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Appendix 2

BALLSTON SPA CENTRAL SCHOOL DISTRICT

Request for Reconsideration Form

Responsibility for selection and evaluation of Ballston Spa Central School District library materials that have been delegated to the superintendent and professional staff, and reconsideration procedures have been established to address concerns about those resources. Completion of this form is the first step in these procedures.

If you wish to formally request reconsideration of Ballston Spa Central School District library resources, please return the completed and signed form to the building principal and building librarian.

School Name _____

Date _____

Your Name _____

Your Address _____

City _____ State/Zip _____

Phone _____ Email _____

Do you represent yourself? _____

Or an organization? _____ Name of Organization _____

1. Resource on which you are commenting:

Title _____

Author/Creator _____

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Publisher _____

2. In which section or collection within the library is this resource located? _____

3. What brought this resource to your attention?

4. Did you read, view, or listen to the entire work? ____ Yes ____ No
If not, what sections did you review?

5. What is positive or relevant about this book?

6. What specific pages or parts concern you about the resource?

7. What do you feel might be the result of reading, viewing, or listening to this work?

8. For what age group would you recommend this work?

9. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?

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10. What action are you requesting the committee consider?

Signature of the complainant

Date

DRAFT