

**INSTRUCTIONAL RESOURCES:  
LIBRARY MEDIA PROGRAMS  
EFB (REGULATION)**

**PURCHASE OF CLASSROOM SETS OF SUPPLEMENTARY BOOKS**

When additional textbooks of different titles from the regularly adopted textbooks are needed for the effective instruction in a subject or a class, the recommendations of the Executive Director of Operations and the approval of the Superintendent of Schools shall be secured prior to the purchase of these textbooks. The Executive Director of Operations shall determine the number of books which may be allocated on a per-classroom basis.

**USE OF THE LIBRARY**

The principal shall be responsible for the effective use of the library materials in the instructional programs of the schools.

**ELEMENTARY USE OF LIBRARY**

At the elementary school level, the teacher/librarian shall evaluate the extent and effectiveness of library use through observation and by conferences with the teachers. He/she shall be responsible for establishing a schedule for the use of the library.

**SECONDARY USE OF LIBRARY**

At the secondary level, each departmental chairman shall assume responsibility for supervising the extent and the effectiveness with which teachers require the use of the library as a part of the teaching/learning process. Particular attention shall be given to the extent to which specific assignments are given which require the use of reference materials to be found in the library.

In order to evaluate the use of the library, each secondary school librarian shall keep a record of the number of class groups each teacher brings to the library during each six-weeks period, the number of pupils who are using the facilities before and after school, the number of books which are checked out, and the number of teachers who use the facilities in planning their instructional activities. This report shall be compiled on a six-week basis and shall be transmitted to the principal. The principal shall also incorporate this report in his report to the superintendent.

**SCHEDULE OF OPERATIONS:**

All school libraries shall be open for a minimum of eight hours daily, Monday through Friday. The library shall be open for reference use by pupils each day that school is in session. The checking out of books may be restricted during the final week of each semester.

#### PROCEDURES FOR SELECTION AND SCREENING OF INSTRUCTIONAL AND LIBRARY MATERIALS

The materials in public school libraries are of two general types:

1. Instructional material – material other than textbooks or approved periodicals used in the instructional programs to develop the basic courses of study. These may or may not be housed in the library room.
2. Library materials – material used to support and enrich the instructional program or for recreational reading but which are not actually part of a course of study. Material of this type is usually housed in the library room.

#### HOUSING OF INSTRUCTIONAL AND LIBRARY MATERIALS

Library and instructional materials shall be housed as follows:

1. There shall be a central library in each elementary and secondary school which will contain the material available to all pupils at all times. The records of all instructional and library material will be maintained in the central library.
2. In each secondary and elementary school, classroom libraries shall be permitted. The material in these classroom libraries may be obtained from the central library for a period of time specified by the principal or librarian.

#### SELECTION OF MATERIALS

The term “selection” as used here, refers to the initial selection for purchase of both instructional and library material. The responsibility for selecting materials shall fall upon professional staff members of the school with the principal as the final authority for selection or rejection, subject to the Superintendent of Schools and the Board of Trustees.

#### SECONDARY SELECTION OF MATERIALS

The authority for the selection of instructional and library material in the secondary schools is delegated to the Principal on the advise of:

1. Chief librarian of the school
2. The department chairmen of the school or a representative from the department if there is no department chairman. Such a representative shall be appointed by the principal.

A. Instructional materials shall be selected as follows:

1. The recommendation for the purchase or acceptance as a gift of such material is to be initiated by a teacher who is to use the material or by the chairman of the department in which it is used.
2. If material is questioned, then the book, or other material, shall be submitted to the Selection and Screening Committee for its consideration.

B. Library materials shall be purchased, or accepted as a gift, on the recommendation of the school librarian. Such recommendations shall be made after the librarian has read the book or when based upon accepted selection guides.

#### ELEMENTARY SELECTION OF MATERIALS

The authority for the selection of instructional and library materials in the elementary schools rests with the principal of the school, advised by the chief librarian.

#### SCREENING OF MATERIALS

Once instructional and library material for both elementary and secondary schools has been purchased and placed on the library shelves, it shall be made available to students of the school district.

Should the suitability of the material be questioned or protested, the following procedure shall apply:

1. The protest of the material shall be submitted to the principal in writing. The protest shall include a statement of the exceptions taken to the material.
2. The material, with the protest, shall be reviewed by the Selection and Screening Committee according to board policy. It shall be left to the discretion of the principal whether or not the material shall be withdrawn from the library shelves while it is being considered.

#### GUIDES FOR SELECTION OF MATERIAL

In the selection and screening of instructional and library material, the professional staff shall consider the following guides:

A. In regard to the selection of all material, consider:

1. The particular purpose for which the material is selected. Such as:
  - a. An extension of the textbook presentation of a topic.
  - b. An example of the literature of a certain period, or as an example of a certain type of literature.

- c. Recreational or exploratory reading
  2. The competence and qualifications of the author(s) in the field in which he/she is writing
  3. The age levels of the pupils for whom the material is intended
  4. The content and emphasis throughout the entire work
  5. The balance in the total library collection of materials of different classifications.
- B. Instructional material and library material for enrichment of instruction conforms to the items in Guides for Selection of Material, A. 1. above and also
  1. Is essential or contributes to the development of enrichment of the subject for which it is purchased
  2. Is factually accurate and objective in presentation or is recognized as the opinion of the writer
  3. If fiction, has literary value
  4. If selected for use in teaching the social sciences, such material conforms to one of the following criteria:
    - a. Is constructive and nonsubversive to American ideals
    - b. Offers to pupils the opportunity to become aware of and to learn to evaluate propaganda, ideas, and philosophies that may not be in accord with American ideals
    - c. Portrays a historical era
- C. Library material intended for recreational, research, and general reading meets the criteria in Guides for Selection of Material A. 1. above and also
  1. Has literary quality and contributes to literary appreciation
  2. Is interesting to pupils of age levels for which it is selected, and helps to expand and maintain a balance in the library collection insofar as interest is concerned
  3. Is of a level of reading difficulty commensurate with the pupils for whom it is selected and helps to maintain a library collection with many levels of difficulty
  4. The realism of the work is not objectionable, or the work is so valuable that the realism is acceptable in view of the purpose which it serves in the school program.

#### PARENTAL CONTROL OF PUPIL'S READING

If the parent of a pupil wishes that restrictions be applied to the reading by his/her child of any material in the school library, the parent shall, in writing, inform the principal of the school of this desire. As part of this statement, the parent shall list authors, and/or titles of books which he/she does not wish his/her child to read. The principal and the staff shall then advise with the pupil on his selection of material, and if possible, help to substitute other books.

#### AUDIO VISUAL MATERIALS

In classroom situations, audio-visual materials fulfill a variety of purposes. Effective use of media must involve preparation, presentation and follow-up.

1. The teacher must preview the media involved if he/she is using it for the first time. The media must be appropriate to the subject matter, the objective of the lesson, and the age and ability of the students. If the subject is sensitive or controversial, the principal must approve its use. The teacher should:
  - a. Have a definite purpose for using the film.
  - b. Prepare the students about why they are seeing the production and what they are expected to learn from it
  - c. Discuss what is already known about the subject and lead into what might be expected from viewing it
  - d. Have a follow-up activity to come to closure of the lesson

Additional guidelines apply regarding media aides:

1. Parents will receive one-week advance notice when a teacher plans to show:
  - a. Elementary school students any film, video, DVD, or other electronic resource that is rated anything other than G.
  - b. Middle school students any film, video, DVD, or other electronic resource that is rated PG or higher.
  - c. High school students any film, video, DVD, or other electronic resource that is rated PG-13 or higher.
2. Such notice to parents will include a brief description of the contents of the resource and the instructional objectives to be achieved.
3. Films, videotapes, DVDs, and other electronic resources to be used in the classroom will be made available for review by parents in the same manner as other instructional materials, in accordance with state law. [See EF(LEGAL) and FNG(LEGAL)]
4. A parent will be allowed to request that his or her child be given an alternative activity with the same instructional objectives, in lieu of the student viewing the film, video, DVD, or other electronic resource.
5. No film, video, DVD, or other electronic resource having a rating of X or NC-17 will be shown to students in District schools at any time.

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