

Library/Media Center Materials Selection and Reconsideration

Role of the School Library/Media Program

The function of the school library media program is not only to support and enrich the instructional program but also to provide a mechanism for choice and exploration beyond prescribed courses of study for all students.

Criteria for Selection of Library/Media Center Materials

1. Materials should support and be consistent with the district's vision and core values.
2. Materials should be selected to support and enrich both the curriculum and the personal needs of students, taking into consideration varied 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.
3. Consideration should be given to appropriateness for students in each school such as grade and age level to include, but not limited to, the following:

Elementary School Libraries

- Visual or visually implied depictions of sexual acts or simulations of such acts
- Explicit written descriptions and/or diagrams of sexual acts
- Visual depictions of nudity or implied nudity

Middle and High School Libraries

- Visual or visually implied depictions of sexual acts or simulations of such acts
 - Explicit written descriptions and/or diagrams of sexual acts
 - Visual depictions of nudity, not including materials with diagrams about anatomy for science or content relating to classical works of art
4. Care will be taken to select materials meeting standards of high quality including the following:
 - Educational significance
 - Physical format
 - Presentation, including special features, such as indexes, table of contents, illustrations, photographs, maps, charts, graphs
 - High degree of readability and/or comprehensibility
 - Authenticity/accuracy in factual content
 - Artistic quality or literary style
 - Technical production/construction that is well-crafted, durable, manageable, and attractive.

5. The literary style of a work should be appropriate and effective for the subject matter and its intended readers or viewers.
6. 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.
7. Gift materials will be evaluated by the criteria outlined above and shall be accepted or rejected in accordance with those criteria.

Selection of Library/Media Center Materials

School-Level Library Media Advisory Committee Members

The principal shall appoint annually the committee members who are stakeholders of the school to include the following:

- Library media specialist
- Administrator
- Teacher representing core content
- Instructional coach
- (4) parents, excluding HCS employees, serving on the Parent Cabinet, Advisory Board, School Improvement Council, and/or PTO Board

Role of the School-Level Library/Media Center Advisory Committee

The role of the members of the school-level Library/Media Center Advisory Committee is to enhance and improve the school library/media program, resources, and services for the benefit of all students.

Members of the school-level Library Media Advisory Committee shall do the following:

- Select and maintain materials in the school library/media center in accordance with district policy, SDE expectations, and the school's instructional goals
- Review needs assessments results to determine what additional resources are needed in the school library
- Provide input on the utilization of the library/media center budget to meet the needs identified in the needs assessment
- Review documentation (title, author, description, cost, reading level, recommended age range, available professional reviews from different viewpoints) to support selection and purchase materials for the library/media center
- Remove and/or approve the materials proposed by the school library media specialist to be purchased
- Remove and/or approve received materials prior to the materials being added the library/media center catalog
- Provide input annually on the school library/media center plan and the SDE Library Media Services (LMS) survey

Reconsideration of Library Media Materials

District-Level Library Media Material Review Committee

Upon receipt of a request for reconsideration of library media material(s), the Superintendent shall appoint a review committee to evaluate the challenged library media material(s). The composition of the committee shall include the following categories:

1. (1) District library media services coordinator
2. (1) District director for professional development and standards
3. (2) School board members
4. (1) School library media specialists within the district
5. (1) Teacher within the district
6. (1) Principal within the district
7. (4) Members of Advisory Boards and/or Parent Cabinets

A quorum will consist of nine members, a representative from each of the aforementioned membership categories. If a quorum is not present, then the review committee will not convene, and a new meeting date will be established.

The appropriate grade-level executive director, depending on the school level of the material for review, shall serve as the staff advisor for the committee, facilitate the meetings, vote in the event of a tie, and notify the complainant of the review committee's decision.

Role of District Library Media Center Materials Review Committee

- To review materials for reconsideration based on the following:
 - Criteria for Selection of Library/Media Center Materials
 - Complainant's justification for reconsideration of material
- To render a decision on the appropriateness of the challenged material

Procedures for Requesting Reconsideration of Library Media Materials

Any individual residing within the attendance area of the school district and/or who has a child who attends a school in the school district may lodge a complaint against any material used in the school library/media center within the district. Prior to lodging the complaint, the complainant shall read the material in full. If the complaint cannot be resolved satisfactorily during an in-person conference with the principal, then the following procedure will be used:

1. A material challenge shall be filed by completing and returning to the principal of the school in which the material is being used a form entitled "Reconsideration of Library/Media Center Materials Form." Prior to submitting the completed form, the complainant is required to meet in person with the principal. The process for review of the material will not begin until after the in-person meeting is held. A separate form must be completed for each instance of material being requested for reconsideration. This form shall be attached to this policy, posted on the district website and available upon request at schools.

2. The principal shall submit the challenge to the district Coordinator for Library/Media who shall gather the challenged materials necessary to convene the district-level Library/Media Center Materials Review Committee.
3. The Library/Media Center Materials Review Committee shall complete its review and issue a report within thirty (30) business days after receipt of the complaint.
4. The appropriate grade-level executive director shall convey the committee's decision on the matter in writing to the individual who made the complaint within fifteen (15) business days following the committee's decision. A copy of the correspondence also shall be sent to the Superintendent, principal(s) and media specialists.
5. If the material is deemed to be inappropriate, the district shall ensure no other copies exist in circulation within the district for the school level(s) in which it is found to be inappropriate. If the material is deemed to be acceptable and appropriate, it shall remain in the library media collection. If the material is deemed to be accessed only with written parental permission, it shall be placed in a designated space/location in the library media center that is inaccessible by students.
6. The complainant may petition the Horry County Board of Education to review the Library/Media Center Materials Review Committee's decision. The written petition shall state the specific reason(s) for the complainant's disagreement with the review committee's decision. The petition must be signed by the complainant and delivered to the Superintendent's office within ten (10) business days of the complainant's receipt of the Library/Media Center Materials Review Committee's decision. The Board shall, at its next regularly scheduled meeting, consider the petitioner's request for review and decide whether to grant a review. If a review is granted, the Board shall decide the matter on the written records to include the complainant's petition, the review Library/Media Center Materials Review Committee's decision, and the book under reconsideration. The Superintendent's office will notify the complainant of the Board's actions on the matter.
7. The committee's decision, and if applicable, the local board's review, regarding the appropriateness of a book or reading material cannot be challenged again until the expiration of five years from the original challenge date.

Legal reference. State.

S.C. Code § 59-31-10 – Library committee. Revised: 7-1-02; 7-1-13; 7-1-15, 11-7-22