

SCHOOL LIBRARY MATERIAL SELECTION AND CIRCULATION

School libraries play a crucial role in empowering diverse populations for full participation in a democratic society. The district's efforts to include diversity in programs, activities and professional literature must be ongoing and encouraged.

The school library collection should support the curriculum of the school as described in the state and the local courses of study and should reflect the personal and professional reading interests and needs of our diverse population.

The library collection will be developed systematically so that it is well-rounded in representation of subject matter, type of material, reading ability levels, and variety of content and families' home languages. The intention of our collections and resources will be community centered and consistent with representation of a diverse population. Each subject area will be developed concurrently; the amount of material to be added in a particular subject will be determined by the need and the amount of use. Purchase orders will be reviewed and approved by the Director of Library Media Services.

Criteria Standards for Selection **Subsection 6163.1**

Material to be included in the library collection will be selected by the school librarian. However, the final decision for acquisition will be the responsibility of the Director of Library Media Services.

Criteria for Selection of Materials:

1. Quality and intended audience
2. Artistic, scholarly, or cultural value
3. Community needs and interests

Evaluation Methods

- Quantitative data: circulation numbers, downloads, website visits
- Community feedback and engagement
- Faculty and pupil feedback and engagement
- Usage patterns and demand

Core Selection Guidelines Staff may consider:

1. Public demand and community needs
2. Current relevance or lasting value
3. Critical reception and public response
4. Creator/publisher credibility
5. Local community demographics and languages
6. The timeliness of the information
7. Fit within existing collection
8. Diversity of viewpoints

School Library Material Selection and Circulation (Continued)
Criteria Standards for Selection
Subsection 6163.1 (Continued)

9. Historical or cultural authenticity
10. Digital format accessibility (when applicable)
11. Format durability for library use

All material ordered will become part of the collection so that it may be catalogued properly and accessible to all who use the library.

To maintain quality standards, the Library Media Specialists will purchase materials from district approved vendors.

Diversity Audits

A diversity audit is an inventory of a collection to determine the amount of diversity within the collection. It is a way of analyzing collected data to make sure that the district includes a wide variety of points of view, experiences and representations within a collection. The district will provide a well-balanced collection that can reflect a reader's experience and can allow readers to experience different experiences and points of view. The district will conduct two types of Equity Audits:

1. An overall collection audit, which should be done every three years.
2. A book order audit, which should be done on each book order before submitting them for purchase. New acquisitions will work to continue to build inclusive collections. A minimum of 25% of new materials will be dedicated to works that present positive role models from diverse populations.

Equity Audits will monitor the balance of representation in the physical environment of each school library. The inclusive experience of the library should be demonstrated in book selections, displays, book club selections, suggested summer reading lists, book talks, library webpages, and library programming.

In addition to maintaining its existing collection, the district will consider the following types of diversity in their collection development:

1. Diverse Representation
 - Indigenous/Native American representation
 - Asian representation
 - People of Color
 - LatinX representation
2. Refugees and new immigrants
3. Gender roles/Gender bias/Nonbinary

School Library Material Selection and Circulation (Continued)
Diversity Audits (Continued)

4. GLBTQAI+
 - Gay
 - Lesbian
 - Bisexual
 - Transgender
 - Asexuality
 - Intersex or Pansexuality
5. Family structures
 - Same sex parents
 - Interracial families
 - Blended/Step-families
6. Adoption and foster care
7. Homeless or without stable accommodation
8. Socio economic diversity/Poverty
9. Disability
 - Disfigurement
 - Impaired hearing
 - Impaired sight or sight loss
 - Limb loss
 - Use of aids
10. Neurological challenges
 - Autism
 - ADHD
11. Mental health/Illness
12. Children with allergies and food intolerances
13. Children with complex health concerns such as cancer, terminal illness, etc.
14. Culture and Religion
15. Body Diversity/Acceptance

Weeding and Discarding of Obsolete Materials
Subsection 6163.2

Ongoing evaluation and review of Library materials is necessary to maintain a viable collection that meets the community's needs and interests. This improves the accuracy, reliability and currency of the information in the collection in addition to making room for new items and creating an appealing atmosphere. Physically deteriorated, duplicate, superseded and/or obsolete materials may be replaced or removed from the collection and declared obsolete. Library Media Specialists must follow district obsolete material guidelines.

School Library Material Selection and Circulation (Continued)**Challenged Materials****Subsection 6163.3**

Despite the care taken to select valuable materials for student/teacher use and the qualifications the people who select the materials, objections regarding materials will occasionally be made.

If a complaint is made, the library media specialist or building principal will follow the following procedures:

1. Complainant will have an opportunity for an informal conference.
2. If the complainant is not satisfied, they may submit a formal complaint on the prescribed form (*see* APPENDIX A – “Request for Reconsideration of Library Materials Form”) to be filed with the Director of Library Media Services.
3. Upon receipt of a written request for reconsideration, the Director will refer it to the Materials Evaluation Committee consisting of the following representatives to be designated by the Superintendent. No representatives will be from the school whose materials are being challenged:
 - A district librarian
 - A school administrator, such as a Principal, Assistant principal, or Academic Director
 - A classroom teacher familiar with the material
 - A Parent of a student enrolled in the District
 - A student, where appropriate

The Committee's written recommendation will be sent to the Principal, the Director of Library Media Services, the Superintendent of Schools, and to the Complainant.

The Director of Library Media Services will make a decision about the continued use of the material after studying the recommendation of the Committee. This decision shall be reduced to writing and filed with the Complainant, the Committee, and the Superintendent. No material shall be permanently removed from use until a final decision has been made.

An appeal of the Director of Library Media Services' decision may be made in writing to the Superintendent. Upon receipt of such an appeal, the Superintendent or designee will consider the written submission and reduce their decision to writing circulating a copy to the parties. If the Complainant is not satisfied with the decision of the Superintendent, they may appeal to the Board of Education by submitting a written request to the District Clerk. The decision of the Board shall be final.

School Library Material Selection and Circulation (Continued)
Challenged Materials
Subsection 6163.3 (Continued)

The time limits for concluding the process of reconsideration of challenged library material shall be as follows:

- a. Referral to the Committee
Within 15 school days from the time the Director of Library Media Services received the written complaint.
- b. Committee Review and Recommendation
Within 30 school days from the time of receipt of a written notice from the principal.
- c. Director of Library Media Services' Review and Decision
15 school days from the time of receipt of the recommendation of the committee.
- d. Registration of an Appeal to the Superintendent of Schools
10 calendar days from the time of the publication of the Director of Library Media Services' decision.
- e. Decision of the Superintendent of Schools
Within 15 school days after receipt of the appeal.
- f. Registration of an Appeal to the Board of Education
10 calendar days from the time of the publication of the Superintendent of Schools' decision.

The time limits for considering a complaint or appeal, or for rendering a decision, may be extended for a reasonable amount of time upon providing reasonable notice to the Complainant.

Temporary Removal of Library Material from Circulation
Subsection 6163.4

The Superintendent of Schools, in consultation with the Assistant Superintendent for Curriculum and Instruction and the Director of Library Media Services, may remove from general circulation any library materials which there is some question of suitability for student use. Such action shall be considered a temporary measure, and the Director of Library Media Services shall be obligated to return the material to general circulation within 30 days unless formally challenged.

School Library Material Selection and Circulation (Continued)
Temporary Removal of Library Material from Circulation
Subsection 6163.4 (Continued)

Library materials which have been formally challenged as stipulated in Subsection 6163.2 of this policy shall be removed from general circulation until such time as all steps in the review and appeal process have been exhausted.

Permanent Removal of Library Material from Circulation
Subsection 6163.5

School library books and other material may be permanently removed from circulation as follows:

- a. By a decision rendered by the Director of Library Media Services or Superintendent of Schools as a result of a challenge brought under Subsection 6163.3 of this policy.
- b. By the initiative of the Director of Library Media Services for materials not under formal challenge. When the Director of Library Media Services exercises this prerogative, they shall give written notice of 15 school days to the school librarian and to the Superintendent. If during the 15 school days the Director of Library Media Services is served with a formal written complaint, he or she will commence the policy procedure governing challenged materials under Subsection 6163.3 of this policy.
- c. By the initiative of the Superintendent of Schools for materials not under formal challenge. When the Superintendent exercises this prerogative, he or she shall give written notice of 15 school days to the school librarian and to the Director of Library Media Services of the school. If during the 15 school days the Superintendent is served with a formal written complaint, he or she will commence the policy procedure governing challenged materials under Subsection 6163.3 of this policy.
- d. By the initiative of the Board of Education for materials not under formal challenge, and/or by the initiative of the Board of Education when considering an appeal from the decision of the Superintendent pursuant to the appeal procedure. When the school board takes such action, it shall do so by a resolution duly passed at a legal meeting by a majority of the Board of Education.

School Library Material Selection and Circulation (Continued)**Interlibrary Loan Policy**
Subsection 6163.6**I. Definition**

An interlibrary loan is a transaction in which library materials or copies of the material or resources are made available by a school library to another library.

II. Purpose

The purpose of interlibrary loan, as defined herein, is to provide access to library resources not available in the user's library.

III. Scope

- a. A print or a copy of a print resource may be requested from another library through the school library system.
- b. The loan period will be two weeks unless an alternate period is specified by the lending library.
- c. The lending library may limit the number of items loaned pertaining to a single subject.
- d. The final decision regarding the loan of a resource is left to the discretion of the library media specialist of the lending library.

IV. Copyright Compliance

The current copyright law shall be adhered to at all times.

V. Method of Request

- a. Requests will be accepted electronically.
- b. All interlibrary loan requests must be submitted by the school Library Media Specialist or designated library staff and should be sent directly to the library media specialist at the lending library.

School Library Material Selection and Circulation (Continued)
Interlibrary Loan Policy
Subsection 6163.6 (Continued)

VI. Responsibilities of the Borrowing Library

- a. The borrowing library must verify that material is not available from local collection or from within own district.
- b. The borrowing library and its users must comply with conditions established by the lending library and/or the school library system.
- c. The borrowing library is responsible for the prompt return of borrowed materials in suitable packaging via the established delivery method.
- d. Damage and/or loss of materials must be reported to the lending library as soon as possible.
- e. The borrowing library/school district will assume the responsibility of replacing a lost or damaged item.
- f. The borrowing library will keep statistical records of all interlibrary loan requests and transactions. Copies of these records will be submitted to the school library system on request.

Library Circulation Policy
Subsection 6163.7

I. General Circulation

- a. The goal of the library media center has shifted from the purveyor of materials to one that facilitates students' access to resources and empowers students to analyze and utilize research tools for current and future success.
- b. Book circulation by itself, is not the Library Media Specialists priority but in conjunction with the students' and teachers' collaborative projects.
- c. Resource circulation is paramount to students' enjoyment and success. Therefore, to ensure access to all resources will be limited as follows:
 - Elementary
 - Students in grades K-2 may circulate one book at once in compliance with the lost or damaged resource policy.
 - Students in grades 3-5 may circulate two books at once in compliance with the lost or damaged resource policy.

School Library Material Selection and Circulation (Continued)
Library Circulation Policy
Subsection 6163.7 (Continued)

- Secondary
 - Students may circulate up to three resources at once in compliance with the lost or damaged resource policy.

II. Lost or Damaged Resources

- a. Students will receive an overdue notice with the text's replacement cost.
- b. If no response is met, a copy will be physically mailed to the student's residence.
- c. Student book circulation will be suspended once a threshold of three outstanding resources are out from the library.
- d. When replacement funds for lost texts have been made, the appropriated money will be allocated to the appropriate library's periodicals/books budget code to facilitate its replacement.

Policy Adopted:

November 20, 1978

Policy Revised:

May 21, 1979

Policy Revised:

October 19, 1987

Policy Revised:

December 16, 1991

Policy Revised:

October 15, 2018

Policy Revised:

May 24, 2021

Policy Revised:

December 16, 2024

Appendix A

Request for Reconsideration of Library Materials Form

Author, Composer, Artist, etc: _____

Title: _____

Request Initiated by: _____

Telephone: _____ Email: _____

Address: _____

Requester Represents:

_____ Themselves

_____ Organization. Please Name: _____

_____ Other. Please Name: _____

What brought this item to your attention?

Did you read the book in its entirety? _____ YES _____ NO

If not, What sections did you review?

What Concerns you about the book? What do you find objectionable. Please be specific, cite exact parts and explain why you object.

Appendix A (continued)

What actions are you requesting the district to consider?

Do not assign or recommend it to my child.

☐

Withdraw it from use by all students.

☐

In its place, what work would you recommend that would fulfill the purpose this material is being used for in an equivalent manner consistent with Patchogue Medford School District's goals for collection development, including advanced diversity, equity, and inclusion?

Signature of the complainant

Date

APPENDIX B

MATERIALS EVALUATION REPORT

Materials Evaluation Committee's decision and comments: (include statements from majority and minority positions as applicable)

The following materials will be : _____Reshelfed _____Removed

Description of challenged material: (type of material, author, title, publisher, copyright, producer, etc.)

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Justification for inclusion of material (include theme and purpose)

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Professional reviewers' evaluation of material: (include copies of reviews indicating the source)

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Copies sent to:

Superintendent _____
 Assistant Superintendent of Curriculum & Instruction _____
 Director _____
 Principal _____
 Librarian/Teacher _____
 Complainant _____