No. 6300
SECTION: INSTRUCTION
TITLE: MATERIALS SELECTION POLICY – LIBRARIES
ADOPTED: 10/17/89
READOPTED: 6/19/12;1/29/14;11/15/16;10/15/19
2/21/23;6/17/25
REVISED: 5/25/04;6/23/08;6/17/25

OXFORD AREA SCHOOL DISTRICT

I. Purpose

The Oxford Area Board of School Directors shall provide instructional and evaluative materials to implement the educational goals and objectives of the district.

II. Definition

Resource Materials shall include digital resources, reference books, other supplementary titles, audio-visual materials, maps, library books, and all other instructional materials.

III. Delegation of Responsibility

The Superintendent or his/her designee, after consultation with professionally trained librarians and the teaching staff, shall be responsible for the selection, recommendation, and maintenance of all resource materials. No adoption or change of materials shall be made without his/her recommendation, except by a two-thirds vote of the Board.

The Superintendent or his/her designee shall develop and implement selection procedures for resource materials.

All new library titles, prior to submission for approval, will follow:

1. Librarian Recommendation, including cross-referencing titles with appropriate sources. In selecting learning resources, professional personnel will evaluate available resources and curriculum needs and will consult reputable, professionally prepared aids to selection and other appropriate sources. The actual resource will be examined whenever possible.

2. Potential book selections are prioritized by relevance, category/topic, recency of publication, reading level, fiction/non-fiction, ensuring that the texts are representative of the student population and society at large. Books ultimately selected for purchase are selected in light of the current catalog in the school building.

3. Book selection will prioritize a balance of non-fiction selections by curriculum-related areas.

4. Once potential books are selected for purchase, the school librarian will preview and catalog each selection. Any books that may contain questionable material will be further vetted, and a decision will be made on its inclusion in the library collection.

    a. Titles that are determined to be pervasively vulgar with respect to language or images and/or contain content that is morbid, degrading, or excessively interested in sexual matters will be eliminated.

5. Library gifts/donations will be judged, using the same criteria as new purchases, and the District reserves the right to incorporate only those books that meet the established criteria.

6. Each of our secondary libraries will have genre classification, and a spine label will be applied to each title based on the genre within which each title is classified within the library.

7. Each record in our library catalog will typically contain subject tags assigned by the publisher which indicate content of the book and recommended age/interest level so that students and parents can readily assess the content of the title. If the publisher includes information about readability (Lexile level), that information is included as well.

8. Fiction Titles classified by publishers as Young Adult (6^{th} thru 8^{th} grades) and Adult Crossover (in our high schools) will be labeled as such using a spine label.

9. Principal Recommendation.

I. Criteria

Materials for school libraries shall be guided by the following objectives:

1. Provide materials that will relate to, enrich, and support the curriculum, taking into consideration the varied interests, abilities, learning needs, learning styles, reading level, and maturity levels of the students served.
2. Provide materials for staff and students that will encourage growth in knowledge and will help develop literary, cultural, and aesthetic appreciation.
3. Provide materials that reflect the ideas and beliefs of a variety of religious, social, political, historical, and ethnic groups and their contribution to local, national, and world heritages and cultures.
4. Include a variety of resources available to students across levels in physical and virtual formats, including print and non-print, including subscription databases and other online products, e-books, educational games, and other forms of emerging technologies.
5. Provide materials that reflect and are responsive to the diverse cultural perspectives and identities of students and their families. Every student should have access to the educational resources and rigor at the right moment in their education.

II. Criteria for Selection

The designated staff members will select resource materials meeting high standards based on the following criteria:

1. Educational significance and relevance.
2. Incorporate accurate and authentic factual content from authoritative sources.
3. Demonstrate physical format, appearance, and durability suitable to their intended use.
4. Consider the relevance and appropriateness for the subject area and for the age, grade level, ability levels, learning styles, and social, emotional, and intellectual development of the students for whom the materials are selected.
5. Meet high standards in the literary, artistic, and aesthetic quality, technical aspects, and physical format.
6. Exhibit a high degree of potential user appeal and interest.
7. Represent differing viewpoints on controversial issues.
8. Provide materials by authors and illustrators of all cultures.
9. The literary style of a work will be examined.
10. Resource sharing will be considered in purchasing decisions. Networking collaborative relationships with other area collections and individual schools' needs will be considered.

III. The Superintendent is directed to apply the following standards to the selection of resource materials:

1. Materials shall be suited to the varied interests, abilities, reading levels, and maturation levels of the pupils to be served.
2. Wherever possible, materials shall represent a range of gender, religion, race, ethnicity, and culture.
3. Materials shall be of a quality and durability appropriate to their intended use and longevity.
4. Materials shall relate to, support, and enrich the courses of study adopted by the Board.
5. Nonfictional materials shall be factually accurate and of genuine literary or artistic value.

IV. Book lists to be purchased should have a 30-day public review period. Lists shall be available on the district website.

V. Request for re-evaluation of instructional/resource materials

One (1) school year between challenges for same titles.

Parents can access the District's digital and print library resource catalog with challenged books/materials through the OASD website.

A resident of the school district may request re-evaluation of instructional or resource materials used in the district's school library/media center program or classrooms. This administrative guideline is made available for the purpose of considering the opinions of those individuals in the school community who are not directly involved in the selection process. Instructional and resource materials may include textbooks, supplementary materials, library books and publications, audiovisual media, course content, software, and technology.

Informal Challenges

When the building principal receives a request for re-evaluation regarding instructional or resource materials, s/he will attempt to resolve the issue informally.

The building principal will explain to the individual making the request the district's selection procedure, criteria, and qualifications of the staff selecting the resource.

The librarian and/or classroom teacher involved will explain the particular value of the questioned material in the educational program, its intended educational purpose, and additional information regarding its use or will refer the individual to staff members who can identify and explain the use of the material.

If the individual decides to file a formal challenge, a copy of the relevant Board policy and administrative guidelines and a Request Form for Re-Evaluation of Instructional/Resource Materials will be provided by the building principal.

Formal Challenges

The district form must be completed and signed by the complainant and submitted to the building principal or designee.

The Superintendent or his/her designee will be informed of the formal request received.

Review Committee

Upon receipt of a written request for formal re-evaluation of instructional or resource materials, the principal will appoint a Review Committee that will include all of the following, as appropriate to the specific request:

1. Principal
2. Elementary/secondary district librarians.
3. One (1) member of the school staff whose subject area is affected
4. One (1) board member – representative of stakeholders.
5. The Review Committee will be chaired by the building principal.

The Review Committee will meet within a maximum of ten (10) working days per title after the complaint is received.

The Review Committee may decide to consult District staff and/or outside resources.

The Review Committee will:

1. Review the challenged material and judge whether it conforms to the district's established criteria for materials selection.
2. Review the specific written request.
3. Read the materials in question.
4. Determine professional acceptance by consulting critical reviews of the materials and use in other districts.
5. Discuss the request and merit of the challenged material; make a value judgment based on the materials.
6. Discuss the challenged material in the context of the educational program and planned instruction.
7. Discuss the challenged material with the complainant as appropriate.
8. Determine the merit of potential alternative instructional materials.
9. Prepare a recommendation for disposition of the re-evaluation request.

The major criterion for the final decision is the appropriateness of the material for its intended educational use and conformance with established criteria for materials selection.

The principal will prepare a written report explaining the Review Committee's decision, and the written report will be discussed with the complainant if requested.

The written report will be retained by the principal, with copies forwarded to the Superintendent and Board of School Directors.

The requester or any member of the Review Committee has the right to appeal the decision in writing to the Superintendent and request a review by the Board.

Guiding Principles

No parent/guardian has the right to determine instructional reading, viewing, or listening material for students other than his/her own.

Student access to challenged material will not be restricted during the review process.

VI. For Maintenance of Collection

1. Gifts, sponsored materials, and ephemeral materials are judged for their usefulness by the librarians in accordance with Board Policy 1225.
2. Weeding is the annual process of withdrawing from the collection those materials no longer suitable for use.

   Basis to weeding include:

   a. Materials in poor physical condition
   b. Materials superseded by more current information
   c. Materials no longer appropriate to, nor supportive of the existing and everchanging curriculum
   d. Materials no longer of student interest particularly if a resource has not been checked out for five years

3. Lost and discarded materials are replaced at regular intervals in order that research needs are met.

Parent/Guardian Opt-Out for Resource Materials

Parents/Guardians of any K-12 Oxford Area School District student who wishes to complete a Parental/Guardian Opt-Out Form, which is available on paper or electronically, may do so at any time during the calendar year for their child. The form will be kept on file for the reasons listed on the form and will prohibit the named child from access to the materials opted out per the form. The form will be enacted within five business days of receipt of the form. The Superintendent will with cause, be able to override the challenge. A book challenge list found on the district website for each school library will be updated as necessary when the challenge procedure is completed for each title.

Oxford Area School District

Request Form for Re-evaluation of Instructional/Resource Materials

(Form must be completed. (One form per book.)

Initiated by: _____

Township: _____ Address_____

Telephone #: _____

Representing:

_____ Self

_____ Organization/Group _____

_____ School

Material Questioned:

Book Title _____

Author _____ Copywrite _____ (if known)

AV Material Type of media _____

Title _____

Other Material Specify _____

Please respond to the following questions. If sufficient space is not provided, please use additional sheet(s) of paper.

1. Have you seen or read this material in its entirety? Y _____ N _____

2. What do you find objectionable? (Please cite specific passages, pages, etc.)

3. Why are you bringing this challenge?

4. Have you read reviews of this material?

   ☐ Yes ☐ No

5. In its place, what material do you recommend that would provide adequate information on the subject?

   ☐ None

Signature: _____ Date: _____

Parent Opt-Out for Media Materials Form

Parent Name (required)

First: _____

Last: _____

Parent Email (required)

_____

Parent Phone Number (required)

_____

Student Name (required)

First: _____

Last: _____

Student Email

_____

Student ID Number (required)

_____

I would like to restrict my student from the following (required):

_____ All library media materials in the Oxford Area School District

_____ A specific library media material item _____

_____ All books on the "Book Challenge" list

I certify that I have legal authority to make this decision for the student listed.

_____ Yes

(This is to ensure you are the legal guardian or parent with custody.)

Signature: _____ Date: _____