

Administrative Guidelines for the MCCSC Library Resources Selection

OBJECTIVES OF SELECTION

The main objective of our selection procedure is to provide students and staff with a wide range of educational resources on all levels of difficulty and in many formats, with diversity of appeal, allowing for the presentation of many different points of view.

PROCEDURES

1. Certified library personnel with the assistance of the library assistant will evaluate existing resources and curriculum needs and will consult reputable selection sources.
2. Recommendations for purchase of library resources shall be gathered from the staff and from students when appropriate.
3. Donations will be judged based upon the selection criteria and will be accepted or rejected by those criteria.
4. Selection is an ongoing process that includes weeding and the replacement of lost and worn items still of educational significance.
5. Library media center resource selections will be coordinated by the school librarian or library assistant. The school librarian will make the final selections with approval by the Superintendent (designee).

CRITERIA FOR SELECTION

The following criteria will be used as they apply:

1. Library resources shall support the instructional program and the state guidelines.
2. Library resources shall meet high standards of quality in factual content and presentation.
3. Library resources shall be appropriate for the interests and needs of the students and staff.
4. Library resources will be selected based upon their strengths rather than rejected due to their weaknesses.
5. The selection of library resources dealing with controversial topics will be directed toward maintaining a diverse collection representing various views.
6. Resources may be chosen for the reputation and significance of the author, producer, and publisher; the artistic quality and/or literary style; the timeliness of information included in the resource.

WEEDING Procedures

Weeding in the school library will be an ongoing process. Weeding of library resources will be left to the discretion of the school librarian; however, the library assistants may also pull materials under the supervision of the school librarian and the Superintendent (designee).

Having outdated and inaccurate resources in the school media center discourages use, gives a false impression of the adequacy of the collection, wastes the time of the library staff, and obstructs and frustrates students and staff in their searches for useful information.

Criteria used when withdrawing materials are as follows:

- ❖ Poor condition
- ❖ Inaccurate information
- ❖ Poor circulation record
- ❖ Limited space
- ❖ Duplicate copies

REPLACEMENT POLICY

The school librarian will consider replacing withdrawn materials while following these guidelines:

- ❖ Lost and worn materials still of educational value

- ❖ Patron interests
- ❖ Current curriculum needs
- ❖ Update outdated information
- ❖ Duplicate copies - based upon need

LOST AND/OR DAMAGED POLICY

Students/parents/guardians will be charged a replacement fee for lost and/or damaged books due to their own negligence. Each building principal and school librarian will be responsible in setting guidelines to reinforce payment for lost resources.

RECONSIDERATION OF LIBRARY RESOURCES

1. All complaints regarding library resources shall be reported to the school librarian and building principal.
 2. The principal and school librarian shall contact the complainant to discuss the complaint and attempt to resolve it informally by explaining the philosophy and goals of the school, the selection procedure, criteria and qualifications of those persons selecting the resource.
 3. If the complaint is not resolved informally, the complainant shall be supplied with a Reconsideration of Library Resources form. This form must be completed and returned before consideration will be given to the complaint.
 - A. If the principal or school librarian has not received the formal request for reconsideration within 2 weeks, it will be considered closed.
 - B. If the request is returned, the library staff will reestablish the reasons for selection of the specific work. No questioned resource will be removed from circulation pending a final decision.
 - C. Upon receipt of a completed reconsideration form, the principal will convene a committee (Asst. Supt, School Media Center Specialist, administrators, teachers, classified staff, and parents) to consider the complaint.
 4. The committee will meet to discuss the resource, following the guidelines set in the Instructions to the Reconsideration Committee, and will prepare a report on the resource including their recommendation.
 5. The principal will notify the complainant of the decision and send a formal report and recommendation to the Superintendent. If the committee decides to keep the resource that caused the complaint, the complainant will be given an explanation. If the complaint is valid, the principal will acknowledge it and make recommended changes.
 6. Appeals shall be directed to the Superintendent.
- (School boards and school officials may, however, remove books from school libraries because they contain factual inaccuracies, are vulgar, obscene, or contain indecent language.)

Guidance to the Reconsideration Committee

Bear in mind the principles of the freedom to learn and to read and base your decision on these broad principles rather than on defense of individual materials. Freedom of inquiry is vital to education in a democracy.

Study thoroughly all materials referred to you and read available reviews.

Passages or parts should not be pulled out of context. The values and faults should be weighed against each other and the opinions based on the materials as a whole.

Your report, presenting both majority and minority opinions, will be presented by the principal to the complainant at the conclusion of your discussion of the questioned material.

Date _____

Dear _____,

We appreciate your concern over the library resource titled,

_____ that is in our school library. Our corporation has procedures for selecting library resources, but realizes that not everyone will agree with every selection made.

To help you understand the selection process, we are sending copies of the corporation's library resources selection processes.

If you are still concerned after you review this information, please complete the Request for Reconsideration of Resources form and return it to me. You may be assured of prompt attention to your request. If I have not heard from you within two weeks, we will assume that you no longer wish to file a formal complaint.

Sincerely,

Principal

RECONSIDERATION OF LIBRARY RESOURCES FORM

The Mill Creek Community School Corporation has delegated the responsibility for selection and evaluation of library resources to the school librarian. A reconsideration process has been established to address concerns about those resources. If you wish to request reconsideration of a library resource you must fill this form out in its entirety.

Name _____ Date _____

Address _____

City _____

State _____ Zip _____

Phone _____ Email _____

1. Resource on which you are concerned about:

____ Book ____ Video

____ Magazine ____ Audio Recording

____ Newspaper ____ Other _____

Title _____

Author/Producer _____

2. What brought this resource to your attention? _____

3. Have you read or viewed the resource in its entirety?

4. What concerns you about the resource? Please be Specific: cite pages, quotations, etc.
(use other side or additional pages if necessary)

5. What do you believe is the intended theme or purpose of this resource?

6. Do you feel that there are positive aspects to this resource? If so, please explain.

7. What would you like the school to do about this resource? What replacement materials would you suggest?

This form must be completed and returned to the school library or office within 10 school days. If the form is not returned within 10 school days the matter will be considered resolved.

By submitting this completed form, I am requesting that a committee will re-evaluate the resource to determine if it should be available to students in the school library.

Signature of Concerned Party _____

For Librarian Only:

Date given to concerned patron:	
Librarian's Initials:	
Date returned:	
Librarian's Initials:	

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.

"Library Bill of Rights", American Library Association, June 30, 2006.

<http://www.ala.org/advocacy/intfreedom/librarybill> (Accessed January 27, 2022)

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Mill Creek Community Schools

Library Mission Statement

Our mission is to create an environment where students learn to use print and online resources effectively setting the foundation to become information literate, lifelong readers and learners.

Goals of the Library

1. To support and enrich the curriculum.
2. To promote an environment of reading, research and learning.
3. To collaborate with staff members for projects and their use of the media center.
4. To enhance the curriculum by updating the library collection as funding allows.