

OKLAHOMA CITY BOARD OF EDUCATION		F-07-R1
<i>Effective Date: Not yet adopted; draft</i>	<i>Revision Date(s):</i>	<i>Page 1 of 6</i>

SCHOOL LIBRARY MEDIA CENTER MATERIALS SELECTION AND RECONSIDERATION (REGULATION) – **NEW!**

Each OKCPS School Library Media Center contains materials that align to the educational mission of Oklahoma City Public Schools, Department of Library Media Services, and the individual school site. OKCPS school library media centers will ignite a passion in students to become critical thinkers and thoughtful users of information through teaching, collaboration, and equitable access to a diverse collection of resources.

Guidance on best practices for school library media centers is based upon the Library Bill of Rights of the [American Library Association](#) and its interpretive statements including [Access to Resources and Services in the School Library Program](#), and the [American Association of School Libraries position statements](#).

Responsibility for Selection of Library Materials

- A. The Oklahoma City Public Schools Board of Education is legally responsible for the selection of resources. This authority is delegated to the professional personnel of the district.
- B. Resources for each school's library media center are selected by the Library Media Specialist in cooperation with the administration, the faculty, and when feasible, the students and community stakeholders.

Objectives of Selection of School Library Media Materials

- A. To prepare students for life in an information-rich society, our school library media centers will provide materials which enrich and support educational programs, taking into consideration the varied interests, abilities, learning styles, and maturity levels of the students served.
- B. To create lifelong readers and learners, our school library media centers will ensure access to a wide variety of reading materials to increase the likelihood that learners will choose to read for informational needs and personal enjoyment.
- C. To foster critical analysis and informed decision making, our school library media centers will provide materials on all sides of issues, including providing materials representative of diverse religious, ethnic, social, political, historical, and cultural groups that contribute to our national heritage and world community.

OKLAHOMA CITY BOARD OF EDUCATION		F-07-R1
<i>Effective Date: Not yet adopted; draft</i>	<i>Revision Date(s):</i>	<i>Page 2 of 6</i>

Criteria for Selection of School Library Media Materials

The collection needs of individual school library media centers are based on:

- students' personal interests and learning needs, including current, high-quality, varied literature in multiple formats to develop and strengthen a love of reading;
- consideration of subject area, age, emotional development, ability level, learning styles, and social, emotional, and intellectual development of the school population;
- literary value, content, and style of the work as a whole, not by selected portions, passages, or author reputation;
- favorable reviews or recommendations from standard reviewing sources;
- curation of a balanced representation of diverse viewpoints and perspectives in authorship and illustration;
- durability and accessibility for intended use;
- consideration of patron requests; and
- balance of cost and need.

Procedures for Selection of Library Materials

A. In selecting materials for the school library media centers, professional personnel will evaluate the existing collection and consult available professionally prepared resources. Among those sources to be consulted are:

1. Bibliographies,
2. Book award lists (national, state, etc.),
3. Current professional reviewing media:
 1. AASA Science Books and Films OnLine
 1. Bulletin of the Center for Children's Books
 1. Horn Book
 1. Kirkus Reviews
 1. Booklist
 1. Book Links
 1. Library Journal
 1. School Library Journal
4. Other sources will be consulted as appropriate. Whenever possible, the actual resource will be examined.

OKLAHOMA CITY BOARD OF EDUCATION		F-07-R1
<i>Effective Date: Not yet adopted; draft</i>	<i>Revision Date(s):</i>	<i>Page 3 of 6</i>

B. Recommendations for school library media center material purchases involve school site administrators, teachers, students, district personnel, and community stakeholders, as appropriate.

C. Gift materials shall be judged by the criteria outlined and shall be accepted or rejected by those criteria.

D. Once materials are selected, the school library media specialist will use classification and shelving systems to assist students in meeting their leisure-reading, informational, and educational needs. Labeling practices will follow the AASL guidelines and position statements on labeling practices for school library materials.

Procedures for Removal (or De-selection) of School Library Media Materials

Selection is an ongoing process that should include the removal (or de-selection) of resources no longer appropriate but also for the replacement of lost and worn materials still of educational value. This process keeps the collection current and relevant, and in line with best practices, is conducted by professionals who are directly involved in the selection process.

Resources considered for removal ("weeding") should include items:

1. In poor physical condition,
2. Containing obsolete subject matter,
3. No longer needed to support the educational program or student/faculty interests,
4. Superseded by more current information,
5. Containing inaccurate information, or
6. With low circulations.

When weeding occurs, the withdrawn materials may be offered to students and staff or disposed of after the following steps have been completed:

1. Barcode labels will be removed or blacked out, and
2. School or district identification will be removed or blacked out.

School Library Media Materials Reconsideration:

When school library media materials are requested for reconsideration or challenged, the principles of the freedom to read/listen/view must be defended as well.

OKLAHOMA CITY BOARD OF EDUCATION		F-07-R1
<i>Effective Date: Not yet adopted; draft</i>	<i>Revision Date(s):</i>	<i>Page 4 of 6</i>

Any student, parent or legal guardian, resident, or employee of the school district may challenge school library media materials on the basis of appropriateness. This procedure is for the purpose of considering the opinions of those persons in the schools while also considering the community who are not directly involved in the selection process. The reconsideration processes shall be strictly followed. A decision to sustain a challenge shall not necessarily be interpreted as a judgment of irresponsibility by the professionals involved in the original selection or use of the material.

Parental Challenge

Every book is not for every reader, but every child should have access to books they may want to read. School librarians strive to know its learners and assist them in finding books that fit their needs and interests.

Each student's parent or legal guardian has the right to determine and make decisions as to what's best for their own child and may notify in writing to the student's school library media professional staff which specific material(s) the student is not permitted to check out. If a student checks out any library material that the student's parent or legal guardian deems inappropriate, the item should be returned to the school.

Procedures for Requests for Informal Reconsideration

A written request for informal reconsideration or complaint may be submitted to a school library media center staff to request reconsideration of a material in the school's library media center. Upon receipt of such a request, the school library media center staff will communicate that the request has been received. Informal resolution will be first attempted.

1. The school administrator and/or library media specialist shall explain the school's selection procedure, criteria, and qualifications of those persons selecting the resource.
2. The school administrator and/or library media specialist shall attempt to find an agreeable solution for the specific student. This could include a request to prohibit a student from checking out specific library materials.
3. If an agreeable solution cannot be reached, then the procedures for a request for formal reconsideration should be followed.

OKLAHOMA CITY BOARD OF EDUCATION		F-07-R1
Effective Date: Not yet adopted; draft	Revision Date(s):	Page 5 of 6

Procedures for Requests for Formal Reconsideration

reliminary Procedures:

1. Each school will keep on hand and make available the Request for Reconsideration of Library Materials form, which is required for all formal objections to school library media materials.
2. The Request for Reconsideration of Library Materials form shall be signed and dated by the complainant and emailed to slfutrell@okeps.org, Sandy Futtrell, the Director of School Library Media Services and returned to the school site office to be sent via email to the Director of School Library Media Services.
3. Upon receipt, the Director will notify and provide the form to the school site's administration and its Instructional Leadership Director.
4. A reconsideration committee will be appointed to review the Request for Formal Reconsideration for reevaluation of the challenged material.
5. No material shall be removed from use until the reconsideration committee has made a decision, which is the final, binding decision for the request and will apply for all school library media centers in the same grade band and any grade band below it.

B. The Reconsideration Committee Evaluation Procedures:

1. The Director of School Library Media Services, in consultation with the site's Instructional Leadership Director, will appoint a reconsideration committee including the following membership as appropriate:
 1. Director of School Library Media Services,
 1. School Administrator at another site,
 1. A certified staff member familiar with the subject matter of the material involved,
 1. A Library Media Specialist from another site,
 1. One community member*, and
 1. Two (2) students, when age appropriate*

**non-voting members*

28631424. The Director of School Library Media Services will schedule an initial reconsideration committee meeting within ten (10) working days after the complaint is received.

28624640. The reconsideration committee may choose to consult district support staff and/or community persons with related professional knowledge.

28635456. Within thirty (30) working days (based upon the teacher work calendar), the reconsideration committee shall:

1. Examine the challenged resource;

OKLAHOMA CITY BOARD OF EDUCATION		F-07-R1
<i>Effective Date: Not yet adopted; draft</i>	<i>Revision Date(s):</i>	<i>Page 6 of 6</i>

2. Determine professional acceptance by reading critical reviews of the resource;
3. Weigh values and faults and form opinions based on the material as a whole rather than on passages or sections taken out of context;
4. Discuss the challenged resource in the context of the educational program;
5. Hear the complainant's presentation, if requested
6. Prepare a written determination as to whether to uphold or reject the request for formal reconsideration and which grade band(s), if any, the material is to be removed.

28637696. The Director of School Library Media Services shall send the written determination to the complainant via certified mail. A copy will be sent to all site administrators and school library media specialists in the same grade band and any grade and below and also retained by the Director of School Library Media Services and will be forwarded to the site's administration and Instructional Leadership Director.