

Madison County Public Schools

Library Media Center Manual

Madison VA

October 2022

***to be revised in 2027**

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SECTION A

Mission Statement of Madison County Public Schools Library Media Centers

The Madison County Public Schools library media centers establish themselves as information centers where students and staff may find support in instruction and learning, obtain information, explore ideas, expand knowledge, provide ethical use of materials, and foster a life-long passion for reading and learning.

SECTION B

Intellectual Freedom Statement

The American Library Association states “Intellectual freedom is the right of every individual to both seek and receive information from all points of view without restriction. It provides for free access to all expressions of ideas through which any and all sides of a question, cause or movement may be explored” (Admin. 2017, October 20).

Students shall be provided with daily unlimited access to the library’s books, digital resources, and other materials. The school’s collection shall be balanced and unbiased, and relevant. The librarian strives to find reasons to include materials in the library.

In the event of a challenge to materials, the librarian, teachers, and principals will provide support to ensure the First Amendment rights of children are maintained and will follow the established policy on how to handle such challenges.

SECTION C

Impact Statements

Students, teachers, administration, and community members understand the value of the school library and librarian. The librarian provides research and information needs, stays up-to-date in regards to changes in technology, supports teachers and students for improved student reading and literacy, provides digital information literacy skills, teaches responsible use of technology, and continues to seek professional development opportunities and is a member of library organizations. The Madison County Public Schools library media centers understand the importance of showcasing the libraries’ programs to ensure all stakeholders are aware of the significance of the school library and its librarian.

The library collection is influenced by the demographics of our students. There are books and programs which offer multiple language texts and diverse perspectives. Fiction and Nonfiction is constantly updated due to the needs and wants of the students and staff. It is imperative that our collection reflects the diversity of our students and allows diverse perspectives for development of knowledge and understanding by all students.

SECTION D

Define the Collection

The purpose of the school library collection is:

- To ensure students and staff are provided access to all materials in various formats.
- To provide a collection that meets individual learning abilities, needs, and styles, and to provide information resources in a variety of formats that support the school's curriculum and support lifelong learning and reading skills.
- To provide materials that will stimulate the acquisition of factual knowledge as well as the development of literary appreciation, aesthetic values, and ethical standards.
- To provide materials containing diverse views on wide-ranging issues so that students may develop the practice of critical reading, thinking, and decision-making.
- To provide materials representative of diverse religious, ethnic, political, and cultural groups and their contributions to our American heritage.
- To place principle above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to assure a comprehensive collection appropriate for all users of the library media center. (Endahl, J.)

The library catalog is available 24/7 and gives your student access to the library's catalog and online resources where applicable (i.e. high school databases).

The school's collection will contain print and non-print materials. Printed materials may include (but not limited to) books, both hardbound and paperback (fiction and nonfiction), reference materials, professional resources, magazines, and newspapers. Non-print materials may include (but not limited to) various audiovisual formats (DVD), electronic databases, and web-based resources. (South Carolina Department of Education).

Materials

Print: Fiction, nonfiction, dictionaries, encyclopedias, thesaurus, atlases, almanacs, general reference sources, newspapers, magazines, professional resources, ELL quick reads.

Nonprint: Ebooks (fiction/nonfiction), audio books (fiction/nonfiction), DVDs, databases, general reference sources, dictionaries, encyclopedias, thesaurus, atlases, almanacs, newspapers, magazines, professional resources, ELL quick reads.

Technology: Circulation desk computer, printer, computer to look up library catalog, headphones, microphones, audio/visual aids, e-readers, speakers, cables.

Other: Makerspace items, sewing machine, bulletin board paper, board games, puzzles, ukuleles.

SECTION E

Selection Statement

School librarians are responsible for the review, evaluation, and selection of the school library collection. School librarians provide resources which represent diverse points of view, stimulate growth in thinking skills, and promote the overall educational program. School library collections are developed to meet both curricular and personal needs. To ensure that these needs are met, school librarians apply selection criteria and use recommended selection tools. All purchases, including gifts, should meet the same selection standards.

Selection Criteria for School Library Materials

- **Appropriate for recommended levels**
 - School library materials should be accessible to students of varied abilities and meet informational and interest needs of students.
- **Accurate in terms of content**
 - Most school library materials will contribute to the objectives of the Virginia Standards of Learning.
 - School library materials should present facts in an objective manner. Authority of the author, organization, and publisher/producer may be a consideration in selection.
- **Reflective of the pluralistic nature of a global society**
 - School library materials should provide a global perspective and promote diversity as a positive attribute of our society. It is important to include materials by authors and illustrators of all cultures.
- **Free of bias and stereotype**
 - Materials should reflect the basic humanity of all people and be free of purposeful stereotypes, caricatures, distorted dialect, sexual bias, and other offensive characteristics. School library materials concerning religious, social, and political content should inform rather than indoctrinate.
- **Representative of differing viewpoints on controversial subjects**
 - Students have the right to information on both sides of a controversial issue. By having access to a variety of resources students will have the knowledge base to develop critical thinking and problem solving skills. The school library provides free and equitable access to all information.

- **Appropriate format to effectively teach the curriculum**
 - School library materials should be available in a variety of formats, e.g., print, nonprint, electronic, multimedia, to meet the needs and learning styles of a diverse student population. Availability and compatibility of equipment should be considered for use with materials.
- **Recent copyright date as appropriate to the subject**
 - School library materials should be assessed for currency of the information as it relates to the content and purpose of the item.
- **Acceptable in literary style and technical quality**
 - Literary quality, technical merit, physical arrangement, and aesthetic characteristics should be considered as integral components in the evaluation of all media formats.
- **Cost effective in terms of use**
 - School library materials should be evaluated for cost effectiveness in terms of accessibility, projected use, and durability.
- **Technology**
 - School library technology materials should be of acceptable technical quality, user friendly, and accessible, if applicable.

Professional Review Journals

Reviews from professional review journals and authoritative selection references should be used when developing school library collections. Possible professional sources may include but are not limited to:

The ALAN Review (Assembly on Literature for Adolescents)

<http://www.alan-ya.org>

American Library Association: <http://www.ala.org/>

Booklist <http://www.booklistonline.com>

Bulletin of the Center for Children's Books

University of Illinois Press: <http://bccb.lis.illinois.edu/>

Children's Book Review Index

Gale Group: <http://galegroup.com>

Horn Book Magazine

Horn Book, Inc.: <http://hbook.com>

Journal of Adolescent and Adult Literacy

International Reading Association: <http://www.reading.org>

Journal of Children's Literature

National Council of Teachers of English: <http://ncte.org>

Kirkus Reviews <http://www.kirkusreviews.com>

School Library Journal <http://slj.com>

School Library Collection <https://schoollibraryconnection.com>

Teacher Librarian <http://teacherlibrarian.com>
VOYA <http://voyamagazine.com>
YALS (Young Adult Library Services) <http://www.ala.org/valsa/>
American Library Association: <http://www.ala.org/valsa>

Consideration File

School librarians may maintain a Consideration File for future purchases. This file should reflect school needs, staff recommendations, and reviews.

SECTION F

Acquisitions Statement

Resources for the library will be gathered by the librarian from a variety of district approved sources including, but not limited to, Follett, Amazon, Scholastic, Mackin, Junior Library Guild, and Bound to Stay Bound. Print resources may also come from other bookstores, free publications, gifts, donations, subscriptions, inter-library loans, private sales or external sources such as free publications/materials from museums, government agencies, professional organizations, etc.

Format and binding of print materials will be determined at the librarian's discretion with budget and popularity in mind. Before ordering, the librarian should be aware of what resources are available and what resources are already in the library.

When ordering new materials, acquisitions made with school funds require a purchase order from the bookkeeper. Orders must be made in accordance with the school's fiscal year and at the librarian's discretion provided there are available funds.

The librarians may be responsible for keeping records of outstanding and received orders. After the orders are received, the library staff is responsible for checking packing slips for accuracy and books for damage.

SECTION G

Gifts Statement

The Madison County Public Schools libraries will follow the same policy as ALA's Academic Library Gifts and Donations acceptance policy as outlined below:

Gifts and donations to the school library are accepted with the understanding that the decision for use and disposition of the materials and/or funds will be determined using the same selection criteria as purchased materials. All materials should support the curriculum and needs of library users. Gifts and donations, like purchased resources, will be removed from the collection at the end of their useful life (2018).

Donated items received for the library may not be attached a monetary value in regards to tax purposes.

MADISON COUNTY PUBLIC SCHOOLS
LIBRARY GIFT AND DONATION FORM

Madison County Public Schools library media centers welcome gifts of materials and monetary funds. We appreciate your generosity and willingness to contribute to our mission of providing quality education meeting the physical, social, emotional and intellectual needs of each student. Therefore, all materials donated will be used at the discretion of the library media specialist in the interest of achieving our goals and may be disposed of, when appropriate, as outlined by the Library Selection Policy. Please review the gift policy and complete the form below. Form shall be submitted at the time of donation.

Donor: _____

Date: _____

Address: _____

Phone: _____

Gift Title: _____

Gift Format: _____

Monetary Donation: _____

I have read the Madison County Public Schools Library Gift Policy and understand that its implementation will ensure that the educational needs of the students are best served.

Signature: _____

SECTION H

Policy/Procedures for Handling Challenges (Not related to Sexually Explicit Content. Please see Section J for the School Board Policy on Sexually Explicit Content in MCPS Library Materials)

Occasionally, objections to library materials are made, despite the quality of the selection process. Madison County Public Schools supports the principles of intellectual freedom inherent in the First Amendment of the Constitution of the United States and expressed in the *Library Bill of Rights of the American Library Association*, *Access to Resources and Services in the School Library: An Interpretation of the Library Bill of Rights* and *The Freedom to Read* of the American Library Association. In the event that materials are questioned by parents/guardians of students of Madison County Public Schools, the established Request for Reconsideration of Learning Resources Form Policy will be followed.

Library Material Review/Challenge Procedures (Per file: KLB)

For the duration of the review process, challenged materials will remain available as part of the library collection unless the item is challenged regarding sexually explicit content.

1. The complaint should be filed in writing with the principal on the “Request for Reconsideration of Learning Resources” form KLB-E. This form may be obtained from the principal or the central office.
2. A review committee consisting of the principal, the library media specialist, the classroom teacher (if involved), a parent and/or student, and the complainant will convene.

The responsibilities of the committee are to:

- read, view, or listen to the challenged material;
 - read several reviews, if available;
 - check standard selection aids;
 - talk with persons who may be knowledgeable about the material in question and similar material;
 - discuss the material;
 - make a decision to recommend retaining or withdrawing the material;
 - file the recommendation of the committee with the principal and the superintendent or superintendent’s designee;
 - notify the complainant of its recommendation and the disposition of the challenged material.
3. The complainant may appeal the decision to the superintendent or superintendent’s designee and, then, to the School Board.

MADISON COUNTY SCHOOL DIVISION
REQUEST FOR RECONSIDERATION OF LEARNING RESOURCES

Request By	_____		
Representing	_____ Myself		
	_____ Organization or Group (please identify) _____		
Address	_____		
Telephone	_____	E-mail address	_____
How do you prefer to be contacted? _____			
Title or Description of Item _____			
Author or Editor _____			
Type of Material (book / film / record / speaker / software / other (specify)) _____			

1. Did you examine, review, or listen to this learning resource or presentation in its entirety?

___ YES ___ NO

2. Have you discussed this material with school staff who ordered it or who use it?

___ YES ___ NO

If yes, please identify the staff person(s) with whom you had the discussion:

Print name of staff person(s)

3. Are you aware of evaluations of this material by professional critics?

___ YES ___ NO

If no, would you be interested in receiving this information?

___ YES ___ NO

4. Describe what prompted your concern about the material. Please cite page numbers and/or specific information from the material to support your concerns (attach additional material, if necessary).

5. Does the general purpose for the use of the material, as described by the school staff or in the Madison County school division's program objectives, seem a suitable one for you?
____ YES ____ NO

If not, please explain (attach additional material, if necessary)

6. What action(s) would you like to see the school take regarding this material?

____ Do not assign it to my child ____ The school should reevaluate the material

____ Other – Explain _____

7. Are there other materials of the same subject and format that you would suggest for consideration in place of the material?

____ YES ____ NO

If yes, please identify your suggestions. _____

Signature _____ Date _____

RETURN COMPLETED FORM TO SCHOOL PRINCIPAL

RECORD OF RECONSIDERATION OF LEARNING RESOURCES COMMITTEE FINDINGS

Date: _____

Title for Reconsideration: _____

Author: _____

Reconsideration Committee Members Present:

Name: _____ Title/position: _____

Name: _____ Title/position: _____

Name: _____ Title/position: _____

Name: _____ Title/position: _____

Name: _____ Title/position: _____

The committee members have read, viewed, or listened to the resource in its entirety.

Summary of the conclusion of our findings:

The recommendation of this committee for the material considered is:

____ No action

____ Remove from the school media center

____ Restrict to specific approved groups

____ Other: (explain)

SECTION I

Policy for Evaluation of Collection

In order to adapt to the continuously changing needs and interests of our students, the collection will be constantly evaluated to maintain quantity, quality, and currency. School colleagues will be consulted to determine appropriate alignment and formatting of resources (Howard, 2010). The librarian will also read professional selection journals and may attend conferences and webinars to keep up with popular trends when evaluating books (Kerby, 2019). Library resources will also be monitored through circulation frequency to evaluate their relevance.

SECTION J

School Board Policy on Sexually Explicit Content in MCPS Library Materials (Policy IIAD)

I. Overview

Materials containing sexually explicit content, as defined in the Code of Virginia, are inappropriate in school libraries. MCPS must be a trusted partner with parents as they execute their right to protect their children from accessing sexually explicit content through school resources.

II. Identification and Adjudication of Existing Library Materials with Sexually Explicit Content

- A. The school board may identify, discuss, and vote to remove library materials that contain sexually explicit content, as defined in Virginia Code § 2.2-2827. This process is separate from School Board policy KLB: Public Complaints about Learning Resources.
- B. Parents or taxpayers may request the school board to examine content they believe contains sexually explicit content.
- C. The sole consideration to be made by the board as part of its examination of library material content is whether the material contains sexually explicit content as defined by Virginia Code § 2.2-2827 and related Virginia code. Because such content is inappropriate in a public school library regardless of other factors, the board's examination and determination shall not include consideration of the material's context, reputation, awards, ideology or other

factors.

- D. If the board determines the material contains sexually explicit content, as defined in this policy, the material shall be promptly removed from the MCPS library system and shall be handled in accordance with the standard disposal of surplus school property, with the added provision that no such materials will be sold to minors.
- E. If the board determines the material does not contain sexually explicit content, the material shall be retained in the MCPS library system.
- F. The board's determination under this policy shall be final unless specific retained library material is otherwise challenged under the provisions of School Board policy KLB. In such cases, the provisions of policy KLB shall be followed.
- G. The superintendent will maintain a list of materials removed from the library system under the provisions of Section II and will provide the list to members of the public upon request.

III. Screening of New Library Materials for Sexually Explicit Content

- A. The Superintendent, in coordination with Principals and Librarians, shall establish procedures to screen new library materials prior to purchase, to the extent feasible. The intent of the screening shall be to implement reasonable measures to limit the purchase of any materials with sexually explicit content. These procedures will be published on the school library website.
- B. If using a subscription service, the screening process shall ensure that all new library materials known to include sexually explicit content, as defined by this policy, shall be promptly removed from the library system upon receipt.
- C. In order to facilitate the review of new library materials, librarians shall post titles and authors of all new acquisitions promptly upon receipt and maintain this listing on the library website for 12 months from date of delivery.
- D. The Superintendent will maintain a list of materials removed from the library system under the provisions of Section III and will provide the list to members of the public upon request.

IV. Definitions

The Madison County School Board adopts the following definitions applicable to this policy:

- A. "Sexually explicit content" shall mean "any description of or picture, photograph, drawing, motion picture film, digital image or similar visual representation, depicting sexual bestiality, a lewd exhibition of nudity, as nudity is defined in Virginia Code § 18.2-390, sexual excitement, sexual conduct, or sadomasochistic abuse, as each of these terms is also defined in Virginia Code § 18.2-390." Additional clarity on this definition is provided below.
 - 1. Material that includes an indication or statement that sexual activity occurred is not necessarily sexually explicit.
 - 2. Material that describes in graphic detail how the sexual activity occurred is sexually explicit.
 - 3. The use of frequent or exceptionally obscene language, as commonly understood, when describing sexual activity, is considered sexually explicit.
- B. "Library Material" shall mean" any resource maintained in MCPS libraries, reading rooms, or book-lending facilities, regardless of (i) its format, whether printed, representational, audiovisual, electronic, or digital (such as materials and software applications accessible through the internet), or (ii) the time, place and manner in which the content is used."
- C. "Parent" shall mean" Any parent, guardian, legal custodian, or other person having control or charge of a child."
- D. "Access" shall mean" The ability to browse, view, possess, or check out library materials."

V. Parental Rights

- A. Virginia Code § 1-240.1 states: "A parent has a fundamental right to make decisions concerning the upbringing, education, and care of the parent's child." This policy supports a parent's choice to protect his/her child from being exposed to sexually explicit content in the public school setting. This policy does not affect a parent's choice to permit their child to access sexually explicit content through non-school resources. Parents have the right and are best able to make judgments concerning the appropriateness of such content in books and other materials accessed by their minor children.
- B. Parents have the right to review materials in or provided by the school library. Upon request, librarians shall provide access to library materials to parents for their review.

SECTION K

Weeding/Deselection Statement

To focus on the quality of the collection and to provide the most efficient usage of space for more adequate and suitable works, the librarian oversees the ongoing deselection process. The library's main focus is to provide up-to-date and relevant material that support the curriculum as well as student interest. The school library will emphasize replacement of items to keep the collection updated and relevant and will not function as an archive for outdated and/or irrelevant material. The MUSTIE technique will be utilized for deselection (Kerby, 2019, p. 50):

Misleading— (or factually inaccurate). Weed outdated editions and books that are no longer accurate. Pay special attention to areas in which information has changed recently or in which the information changes rapidly, such as medicine and travel.

Ugly—Books that are worn out beyond repair should be discarded.

Superseded—(by a new edition or a better book on the same subject). This is especially true for reference materials and test guides.

Trivial—(if there is no discernible literary, historical, or scientific merit, usually of ephemeral interest at some time in the past, and it does not circulate, it should be discarded). Weed older titles that reflect outdated popular culture.

Irrelevant—(if it does not meet the needs of the library and the community, it would be better to be discarded). Books should be relevant to the needs and interests of your learners.

Elsewhere—The material or information may be obtained expeditiously elsewhere.

After deselection, the item's catalog barcode will be marked through, the school name will be blacked out, and the item will be "tracked as weeded" and deleted from the electronic catalog. The deselected items will be discarded on site (Kerby, 2019, p. 54).

The librarian will use professional judgment to assess and repair damage to items when practical and cost-effective.

SECTION L

Guidelines for Revision of the Manual

Due to ever-changing community needs and technology, the policies of the Madison County Public Schools libraries should be evaluated and revised every five years. Any section can be updated to reflect major changes in library trends, digital formats, needs of patrons, or current demand. These revisions should not occur during a formal challenge to library materials (ALA, 2017).

SECTION M

References: A Bibliography of Tools Used to Construct Manual

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