

REGULATION

Instruction

LIBRARY MATERIALS SELECTION AND ADOPTION REGULATION

Responsibility for Selection

1. The Board of Education and the Superintendent of Schools, while legally responsible for materials selected, delegate the actual process of selection to the School Library Media Specialist, who, in turn, involves various staff members as a part in the selection process.
2. The library media specialist is responsive to, and should seek out, the suggestions of the faculty, administration, and the student body in such selections.
3. Unbiased professional aids, such as Standard Catalog for High School Libraries, Children's Catalog, and periodicals which review books and materials, are consulted in the process of selection.

School Library Bill of Rights

The American Association of School Libraries has adopted a policy, to which the Board of Education subscribes, for the selection of materials for school libraries.

"School libraries are concerned with generating understanding of American freedoms and with the preservation of these freedoms through the development of informed and responsible citizens. To this end, the American Association of School Libraries reaffirms the Library Bill of Rights of the American Library Association and asserts that the responsibility of the School Library is:

To provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities, and maturity levels of the students served.

To provide materials that will stimulate growth in factual standards.

To provide a background of information which will enable students to make intelligent judgments in their daily lives.

To provide materials on opposing sides of controversial issues so that students may develop, under guidance, the practice of critical reading and thinking.

To provide materials representative of the many religious, ethnic, and cultural groups and their contribution 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 the users of the library."

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Objectives for Selection of Printed Materials

1. Collections should be carefully balanced to meet the needs of all the students in all areas of curriculum and leisure reading.
2. Students will be enabled and encouraged to further develop their full potential as creative and responsible individuals by meeting and stimulating the greatest possible diversity of interests and abilities, whether or not these materials are directly related to the curriculum.
3. In all grade levels, a limited number of books in various languages should be available. The selection of books should depend on the cultural make-up of the school community.
4. Medical and scientific knowledge should be available without bias. Included in the library collection should be educational material at an appropriate level, dealing with controversial subjects. In the case of fictional material, books that present circumstances realistically and books of literary value should be favored.
5. Gifts of books may be accepted if they meet the above standards of selection and/or:
 - a. The book, which might well have been ordered had money been available, enriches the collection because its content and format are available;
 - b. The book, out of print, is factually accurate or has merit as a mirror of its period;
 - c. The book appears in one or more of the recommended selection aids; and
 - d. The book meets the criteria established by the School Library Bill of Rights.
6. Professional books, which will be of primary importance to the majority of the faculty of any particular school, may be purchased.

Criteria for Selection

The following are the criteria for the selection of instructional sources for our school district.

A. Books, Periodicals and Other Printed Materials

1. Selections should be based upon knowledge and understanding of the basic curriculum and other aspects of the instructional program.
2. Selections should be based upon knowledge and understanding of the needs of the students and teachers to be served.
3. Selections should be based upon the cooperative efforts of all school personnel.
4. School library resources should be evaluated, to the extent possible, before purchase by the professional staff.
5. Quality of content, as well as pertinence to the curriculum, should be given careful consideration, with particular attention to accuracy and recency of factual information, readability, interest level, qualifications of authors, appropriateness to levels of instruction, impartiality on controversial subjects, dimension as to present resources, balance, logical development, imaginative presentation and organization.

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6. Quality of format should be given careful consideration, with particular attention to quality of typography, technical reproduction of illustrations, effective use of color, binding, number of illustrations and pertinence of pictures or illustrations to the text.
7. Reliable professional selection tools, lists, and reviewing media should be used as guides. (Wilson's Children Catalog, School Library Journal, New York Times Book Review, VOYA, The Book Report, ALA, and New York State Education Department book lists.)
8. Selections should be systematic so that all resources will be balanced in terms of curriculum needs, and the needs and interests of individual children and teachers.
9. Selections should be a continuing process throughout the school year.

B. Criteria for Selection of Audio Visual Materials

As much care should be taken in the selection of audio-visual materials. Generally, the guidelines for selection of A-V can be those for printed matter with some added remarks.

1. Great care in reviewing items should be taken before purchase. All materials should be previewed, if possible. Reviews of new materials in current journals should be read.
2. Select materials that are durable.
3. Audio-visual materials should be considered as supplementary and primary resource material in all curriculum areas.

C. Selection Tools

1. Authorities selection aids should be used regularly by the professional staff.
2. Selection materials are those listed under CRITERIA, ITEM 7.

D. Procedure for Handling Complaints

The following procedure is established to handle complaints and to avoid ill-considered reactions and sudden outbursts of criticism.

1. A copy of the written statement governing selection policy and a copy of the Catskill Central School District Reconsideration Form should be made available to interested parties upon request.
2. Individuals or groups voicing objections should return the completed reconsideration form to the Principal of the building housing the questioned materials.
3. The Building Principal will appoint a faculty committee of three to five individuals, including a library media specialist to review the complaint and to re-evaluate the material in question. Within ten working days, the Principal will render a written decision based upon his/her consultation with the faculty committee.

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4. The complainant may, by letter, appeal the Principal's decision to the Superintendent within five working days after the receipt of the Principal's decision.
5. The Superintendent shall proceed as in 3 above by meeting with the Principal and the committee which reviewed the complaint. The Superintendent may, at his/her discretion, consult with other staff members and experts in the field outside the school system.
6. The complainant may, by letter, appeal the Superintendent's decision to the Board of Education within five days of receipt of the Superintendent's action for a final decision.

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