

May 12, 1976

6144

Book Selection Policy Approved

RESOLVED, To adopt the following Book Selection Policy  
as attached.

## WILSON AREA SCHOOL DISTRICT

### BOOK SELECTION POLICY

#### PHILOSOPHY

The Library and Resource Center Program implements and enriches the learning process by motivating the student's curricular and extra-curricular interests. The Library, Resource Center, and classroom programs provide each student with the opportunity to develop a high degree of independence in the use of books and other instructional materials. The library skills which are needed for this independence are taught as a result of classroom needs, on a one-to-one or small group basis. The Library, Resource Center, and classrooms are equipped with books, audio-visual materials, periodicals and other resource materials, and equipment so that students of all abilities are able to find material on their level. Students gain confidence in their ability to search and use the facilities and materials independently.

"The media center exists primarily for educational purposes. It offers enrichment for the students and resource material for the faculty. Its materials are selected from all forms of media available for interest, vocabulary, maturity, and ability levels of all students within the school served." 1:174

The School Library Bill of Rights gives the philosophy of materials selection as it relates to the educational program of the school. The Wilson Area School District adheres to this bill of rights which is:

SCHOOL LIBRARY BILL OF RIGHTS  
FOR SCHOOL LIBRARY MEDIA CENTER PROGRAMS

Approved by American Association of School Librarians Board of Directors,  
Atlantic City, 1969

"The American Association of School Librarians reaffirms its belief in the Library Bill of Rights of the American Library Association. Media personnel are concerned with generating understanding of American freedoms through the development of informed and responsible citizens. To this end the American Association of School Librarians asserts that the responsibility of the school library media center is:

To provide a comprehensive collection of instructional materials selected in compliance with basic written selection principles, and to provide maximum accessibility to these materials.

To provide materials that will support the curriculum, taking into consideration the individual's needs, and the varied interests, abilities, socio-economic backgrounds, and maturity levels of the students served.

To provide materials for teachers and students that will encourage growth in knowledge, and that will develop literary, cultural and aesthetic appreciation, and ethical standards.

To provide materials which reflect the ideas and beliefs of religious, social, political, historical, and ethnic groups and their contributions to the American and world heritage and culture, thereby enabling students to develop an intellectual integrity in forming judgments.

To provide a written statement approved by the local Boards of Education of the procedures for meeting the challenge of censorship of materials in school library media centers.

To provide qualified professional personnel to serve teachers and students." 1:218

## GUIDELINES FOR LIBRARY-MEDIA SELECTION

1. The Wilson Area School Board will be legally responsible for providing instructional materials for the school library and resource centers. Responsibility for final selection will be entrusted to the librarian.
2. Additional suggestions may come from other school districts, visits to exhibits and displays, texts and courses of study approved by the district, parent-teacher organization, people of the community, and students.
3. Reputable, professionally prepared selection aids shall be consulted in the selection of materials to insure artistic quality, superior format, and recommended materials. The following sources are consulted for selection; however, selection is not limited to these listings.

School Library Journal

Wilson Library Bulletin

Booklist

New York Times Book Review

Standard Catalog for Junior and Senior High School

4. The needs of the school are considered based on the curriculum offered and based on the requests of the teachers.
5. The needs of the individual students are considered providing a wide range of materials on all levels of difficulty, with the diversity of appeal and the presentation of different points of view.
6. The "Criteria for Materials Selection" and the School Library Bill of Rights shall be a guide for the librarian in the final selection decision.

## GUIDELINES FOR TEXTBOOK SELECTIONS

1. The "Criteria for Materials Selection" and the School Library Bill of Rights shall be a guide for teachers in the final selection of textbooks.
2. Teachers shall discuss with other members of the same department or textbook selection committee the potential educational value of the book under consideration.
3. Teachers shall consult with department heads or committee chairman for consultation and final approval for all textbook orders.
4. Responsibility for final selection will generally belong to the department head or textbook selection chairman with individual teachers having the right to a hearing with the principal for possible reconsideration for a book rejected by the department head. The principal may overrule the decision of the department head.

## GIFTS

The presentation of gift materials for the school media center is gladly accepted. However, the gifts must meet the same selection standards reserved for the purchase of materials.

## DISPOSAL OF MATERIALS

1. The library and resource center materials are discarded for one or more of the following reasons:
  - a. Damage or badly worn
  - b. Obsolete
  - c. Insufficient use of value
  - d. Factual error
2. Materials so badly damaged or worn so as not to be useful to anyone are sent to the custodians to be destroyed.
3. Any civic or social organization, upon request, may have the obsolete materials or materials no longer of use or value to the centers.
4. All materials will be marked with "Discard" before being disposed.

PROCEDURE  
FOR  
CITIZEN'S REQUEST FOR RE-CONSIDERATION OF SCHOOL MATERIALS

We cannot arbitrarily remove a piece of material from our schools. Therefore, we ask you to follow the procedure below in order for us to consider your inquiry. The procedures are to be followed if your complaint is to be considered valid.

1. As we need to know exactly what it is that is objectionable about the material in question, you are asked to fill out the "Citizen's Request for Reconsideration of a Book" form completely. This form may be obtained from the principal.
2. When you have completed the form, please mail it to the principal of the school, and he will call the committee into session to discuss your complaint.
3. The committee will make a recommendation relative to your concern and inform you of the recommendation and the reasons involved in its conclusion.



"CITIZEN'S REQUEST FOR RECONSIDERATION OF A WORK"

Author \_\_\_\_\_

Hardcover \_\_\_\_\_ Paperback \_\_\_\_\_ Audio-Visual \_\_\_\_\_

Publisher (if known) \_\_\_\_\_

Request initiated by \_\_\_\_\_

Telephone \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_

Complaint represents \_\_\_\_\_ himself  
\_\_\_\_\_ organization \_\_\_\_\_ (nan)  
\_\_\_\_\_ identify other group \_\_\_\_\_

1. To what in the book do you object? (Please be specific, cite pages.)  
\_\_\_\_\_

2. What do you feel might be the result of reading this book?  
\_\_\_\_\_

3. For what age group would you recommend this book?  
\_\_\_\_\_

4. Is there anything good about this book?  
\_\_\_\_\_

5. Did you read the entire book? \_\_\_\_\_ What parts? \_\_\_\_\_

6. Are you aware of the judgment of this book by literary critics? \_\_\_\_\_

7. What do you believe is the theme of this book? \_\_\_\_\_  
\_\_\_\_\_

8. What would you like your school to do about this book?  
\_\_\_\_\_ do not assign it to my child  
\_\_\_\_\_ withdraw it from all students as well as from my child  
\_\_\_\_\_ return it to be re-evaluated by the Book Policy Committee  
and/or the department concerned.  
\_\_\_\_\_ other (please explain) \_\_\_\_\_  
\_\_\_\_\_

Signature of Complainant

## PROCEDURE FOR PROCESSING OBJECTION

The procedure herein outlined will give recognition to individuals, groups, or organizations who wish to criticize or change specific curriculum or library materials in current school usage.

1. Completion of "Citizen's Request for Reconsideration of a Work" form. This form can be obtained from the School Principal.
2. If library material is the source of objection, the completed form shall be forwarded to the Library Materials Committee for review.
3. The Library Materials Committee shall consist of District Librarians (co-chairmen) and professional personnel representing faculty and administrators appointed by the librarians at the start of each school year. The committee is to be no fewer than six and no larger than twelve in number.
4. Committee review of material shall be completed within a reasonable time and a decision rendered. In reaching a decision, the committee shall bear in mind the School Library Bill of Rights and our school guidelines.
5. If the objectionable materials are textbook or classroom oriented in nature, the Citizen's Request Form shall be forwarded to the proper department in the case of the high school and to a faculty committee appointed by the principal in the elementary or middle schools.
6. Materials shall be reviewed in compliance with (4) above.
7. An appeal from the committee decision shall be made through the superintendent of schools.