

# MIDDLETOWN AREA SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: LIBRARY BOOK SELECTION

ADOPTED: October 14, 1991

REVISED:

109.1. LIBRARY BOOK SELECTION	
1. Purpose	<p>Book selection shall be made in accordance with the objectives of the school library which are:</p> <ol style="list-style-type: none"><li>1. To implement, enrich and support the educational program of the schools.</li><li>2. To be concerned with the development of reading skills, literary taste, and discrimination in choice of materials.</li><li>3. To provide instruction in the use of books and libraries for library users.</li><li>4. To contribute to the development of the students.</li></ol>
2. Authority	<p>The Middletown Area School District endorses:</p> <ol style="list-style-type: none"><li>1. "Library Bill of Rights" of the American Library Association.</li><li>2. "The School Library Bill of rights" of the American Association of School Librarians and part of the Standards for School Libraries, American Library Association Council.</li><li>3. "The Freedom to Read" statement adopted by the American Library Association Council.</li><li>4. "Students Rights to Read" of the National Council of Teachers of English.</li></ol> <p>The Middletown Area School Board is legally responsible for all matters relating to the operation of the school, including the selection of materials for the school libraries.</p>
3. Delegation of Responsibility	<p>The members of the Board have delegated the responsibility of selection of materials for the school libraries to the professional librarians, with the cooperation of teachers, administrators, and students.</p>

<p>4. Guidelines</p>	<p>Selection of library materials shall be made with the following principles in mind:</p> <ol style="list-style-type: none"><li>1. Consideration shall be given to subject matter which will supplement the curriculum, provide for personal interests of students and teachers, and contribute to the development of students' social, intellectual and spiritual values. The grade, ability and interest level at which the materials are to be used also shall be a guide.</li><li>2. It is important to make available materials of sound literary quality and distinction which will develop reading skills and discrimination in the students' choice of reading materials.</li><li>3. It is the right and responsibility of librarians and teachers to select materials which provide a carefully balanced collection, to include various points of view on controversial subjects. Books or other reading matter of sound factual authority shall not be excluded because of partisan or doctrinal criticism.</li><li>4. Materials presenting accents on sex should be subjected to a test of literacy, merit and reality by the librarian. Sexual incidents or profanity in a book should not automatically disqualify it. Instead, selection should be made on the basis of whether the book presents life in its true proportions, whether circumstances are realistically described, and whether it has literary value. Factual sex information on the level of the reader shall be included in the library collection.</li></ol> <p><u>Censorship</u></p> <p>Censorship of books shall be challenged in order to maintain the school's responsibility to provide information and enlightenment.</p> <ol style="list-style-type: none"><li>1. The formal complainant form shall be completed by the censor of library materials and sent to the principal.</li><li>2. Submitted allegations will be considered by a faculty committee consisting of members of the Academic Affairs Committee of the School Board, the principal, and two (2) teachers from the school.</li><li>3. Challenged material will be judged by the committee as to its conformity to the principles described below:<ol style="list-style-type: none"><li>a. Judge the work as a whole.</li><li>b. Does the work have any social redeeming value?</li></ol></li></ol>
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<p>Pol. 906</p>	<ul style="list-style-type: none"><li>c. Would the average person in the community be offended by the work?</li><li>d. The community standards prevail.</li></ul> <p>4. If the review committee finds the complaint is not valid and the complainant still wishes to oppose the material, s/he may take the complaint to the School Board.</p> <p>5. If the decision favors the complainant, one of the following actions will be taken:</p> <ul style="list-style-type: none"><li>a. The child of the complainant (if a parent) will not be permitted to use the material, but the material will remain on the shelves.</li><li>b. The material will be removed from general circulation, but it may be taken out upon request, with written parental or guardian permission.</li><li>c. The material will be removed permanently from the collection.</li></ul> <p><u>Weeding</u></p> <p>In order to maintain an up-to-date library, the collection must be weeded periodically. It is the responsibility of the librarian to remove out-of-date, useless and worn-out materials.</p> <p>The following items generally shall be discarded:</p> <ul style="list-style-type: none"><li>1. Materials in poor physical condition.</li><li>2. Old editions that are replaced by newer revisions.</li><li>3. Duplicate books where it is not necessary to have multiple copies due to disuse.</li><li>4. Courses of study that are no longer current.</li><li>5. Textbooks, career manuals and how-to-do-it manuals that are obsolete.</li></ul>
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6. Materials containing outmoded subject content.
7. Gifts not appropriate for the library.
8. Materials on issues no longer of use.

Books to be discarded shall be stamped as discards, and the records removed from the library. The discarded books usually are donated to the public library's book sale or thrown away if badly damaged.

#### Ordering

Books shall be ordered primarily from reputable jobbers and selected usually from one of the aids in books selection.

#### Payment

Invoices shall be checked against shipment and paid through the central billing office.

#### Gift Books

Books are graciously received and handled at the discretion of the librarian as to their being a part of the regular collection or discarded.

#### Duplication

Book duplication shall be determined by need and the English Department's reading lists.

#### Replacement

Books shall be replaced if they are indexed in the aids to selection and still considered useful.

#### Non-print Materials

Non-print materials shall be ordered, processed, cataloged, classified, and circulated like a book.

Inventory

An inventory, including weeding and mending, shall be done near the close of each school year.

Updating

An evaluation of the collection shall be done periodically to determine its value to the collection; the curriculum; students' needs, interests and abilities; and to the accuracy of the information. Materials will be added to cover any deficiencies.