



**BRIDGEWATER VILLAGE SCHOOL**  
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## **LIBRARY SELECTION POLICY**

**CODE: G4**

### **PHILOSOPHY**

Materials are selected by the libraries of the District, which implement, enrich and support the educational program for the students. The School Board, Administration and Library staff subscribe to the Library Bill of Rights (see attached).

Library materials shall provide the students with a wide range of educational materials on all levels of difficulty and in a variety of formats, with diversity of appeal, allowing for the presentation of many different points of view. The term "material" includes but is not limited to: books, videos, audio cassettes, journals, magazines, computer software, compact discs, and Internet accessed information.

### **OBJECTIVES FOR THE SELECTION OF MATERIALS**

The Board asserts that the responsibility of the school library is to:

- provide materials and information that will enrich and support the curriculum;
- provide materials and information that will stimulate growth in knowledge, literary appreciation, aesthetic values, and ethical standards;
- provide a background of information which enables students to make intelligent judgments in their daily lives;
- provide materials and information on opposing sides of controversial issues so that young citizens may develop the practice of critical analysis of all media;
- provide unbiased materials and information representative of the many religious, ethnic, and cultural groups;
- place principles above personal opinions and reason above prejudice in the selection of materials of the highest quality in order to assure a comprehensive collection, appropriate for the users.

### **CRITERIA FOR SELECTION**

Criteria for selection materials:

overall purpose  
importance of the subject matter  
authoritativeness  
timeliness or permanence  
readability and popular appeal  
reputation and significance of the author/composer/artist

format and price  
artistic or literary excellence  
acceptable technical quality  
contribution of representative viewpoints on controversial issues

### **RESPONSIBILITY FOR SELECTION**

The selection of library materials is legally vested in the School Board. The School Board delegates the responsibility for the selection of materials to the certified school librarian.

### **PROCEDURES FOR SELECTION**

In selecting materials for purchase, the librarian evaluates the existing collection and reviews the curriculum needs. The librarian consults reputable professional selection aids including book reviews, special lists of recommended materials, and professional journals. The librarian may also attend and use "Materials Review Sessions" sponsored by the Vermont Department of Libraries and the Department of Education. Recommendations from school personnel, students, other librarians and community members are also considered.

### **WEEDING/GIFTS**

Selection is an ongoing process and must include the removal of materials no longer appropriate. When possible, lost/discarded materials shall be replaced.

Weeding should be based on the following criteria:

materials which are not circulating and, in the view of the librarian, will not circulate in the future;

materials which are outdated and no longer relevant;

materials which are damaged beyond normal binding or mending procedures.

Gift materials shall be judged by the previously listed selection criteria and shall be accepted or rejected based on those criteria.

### **RECONSIDERATION**

No duly selected materials whose appropriateness is challenged shall be removed from the school except upon the recommendation of a review committee (as provided for below) with the concurrence of the Superintendent or, upon the Superintendent's recommendation, the concurrence of the Board of Education, or upon formal action of the Board of Education when a recommendation of a review committee is appealed to it.

Procedures to be observed:

- a. All complaints to library staff members shall be reported to the appropriate building principal, whether received by telephone, letter, or in personal conversation;
- b. The principal or the appropriate librarian shall contact the complainant to discuss the complaint and attempt to resolve it informally by explaining the philosophy and goals of the

- school district and/or the library;
- c. If the complaint is not resolved informally, the complainant shall be supplied with the selection policy statement, the procedure for handling objections and a "request for reconsideration" form;
  - d. If the formal request for reconsideration has not been received by the principal within two weeks, it shall be considered closed. If the request is returned, the reasons for selection of the specific work shall be reestablished by the appropriate staff;
  - e. No questioned materials shall be removed from the school pending a final decision. However, pending the outcome of the request for reconsideration, access to questioned materials can be denied to the child (or children) of the parents making the complaint, if the parents so desire;
  - f. Upon receipt of a completed objection form, the principal will call together the Evaluation Committee. This committee shall consist of the principal, the head librarian, a teacher, and a parent representative. This committee shall be appointed each year by the building principal. At the beginning of each school year, the committee shall establish a knowledge of its purpose and to become acquainted with the process and procedure to be used. Meetings will be called as needed.
  - g. The committee will meet to discuss the challenged material. The committee shall prepare a report explaining their recommendation. If the committee decides to keep the work that caused the complaint, the complainant shall be given an explanation. If the complaint is valid, the principal will acknowledge it and make recommended changes.
  - h. The written report shall be retained by the school principal, with copies forwarded to the Superintendent. The report shall be confidential.
  - i. If the complainant is still not satisfied, he/she may ask the Superintendent to present an appeal to the School Board which shall make a final determination of the issue. The School Board may seek assistance from outside organizations such as the American Library Association, the Association for Supervision and Curriculum Development, etc., in making its determination.

<b><u>Unit: Board of:</u></b>	<b><u>Warned</u></b>	<b><u>Adopted</u></b>	<b><u>Re-warned:</u></b>	<b><u>Re-adopted</u></b>
Bridgewater	10/15/01	11/19/01		