

School Library Media Selection and Review

As trained and experienced school librarians and educators, we observe the following policies and procedures to select resources for our libraries at Hawthorn Academy. We have reconsideration processes in place in the event that resources may be challenged. These processes for challenged materials are a well-established framework that not only provide legal protection, but also protect each individual child and their access to books they may want to read.

Board Policy

1. The State Board of Education is to assure every student access to a library that offers a variety of materials to support classroom instruction, provides opportunities for research, and meets differing educational and recreational reading and interests. Students shall be encouraged to use library materials to expand their knowledge, understanding, appreciation, and enjoyment of the world in which they live.
2. *The First Amendment of the United States Constitution* guides Hawthorn Academy District libraries in both selection of materials and review of challenged materials. The *First Amendment* states: "Congress shall make no law respecting an establishment of religion, or prohibiting the free exercise thereof; or abridging the freedom of speech or of the press. . . ."
3. The Board delegates responsibility for developing procedures for administering this policy to the District administration.

Definitions

1. Librarian Coordinator: an employee assigned to oversee the library, create lessons on library use and assigned to teach at each school.
2. Library Paraprofessional: an employee working under the supervision of the Media Coordinator and principal at each campus assigned to manage the library.
3. "School Committee": A school committee shall include a school administrator, a licensed teacher, a teacher librarian or library paraprofessional, two parent representatives, and a student representative where appropriate, at the discretion of the school administrator.
 - a. Parent representatives will be selected with the input from the school administrator.
4. "District Appeal Committee": The District Appeal Committee shall include the District Director, a licensed teacher, a teacher librarian (Media Coordinator), an administrator and three parent/legal guardians from the "home" campus. The District Committee will be established according to need.

5. Challenger to Library Materials: an active student, a parent/legal guardian of a student attending the school, a staff member, administrator of the school and teacher librarian or library paraprofessional.

Acquisition: Weeding: Inventory of Library Collection

Acquisition

1. Selection of ALL purchased or donated library materials shall be based on a combination of three or more of the following criteria:
 - a. Educational significance
 - b. Contribution to the curriculum
 - c. Validity, currency and appropriateness
 - d. Accuracy, timeliness and permanence
 - e. Favorable reviews, recommendations, and/or award nominees found in standard selection sources or from professional personnel
 - f. Potential appeal and interest
 - g. Recreational reading needs of students
 - h. Artistic quality and literary style
 - i. Reputation and significance of author, producer, publisher
 - j. Uniqueness, diversity and/or heritage of the state, region or community
 - k. Support of second language learners
 - l. Support of special needs students
2. The selection of library materials at the school level is under the direction of the teacher librarian (Media Coordinator) in conjunction with the paraprofessional librarian at each campus. This includes material acquired through grants, book fairs and other donations.
3. While library staff are responsible and deeply involved in the selection of library materials, it is not possible for library staff to read or view all library materials. In making selections for materials, input from reliable sources is considered (See, Section 1 above).
4. Library materials are available on a self-selection basis. Library staff or other school personnel may assist in recommending library materials.
 - a. Reading lists are available from many sources, and are not necessarily endorsed by the teacher librarian, school administration or district personnel.
 - b. Responsibility for reading, listening and viewing library materials rests with the individual student and their parent/legal guardian.
 - c. Library staff are available to consult with students and their parents/legal guardians to find appropriate materials. Staff is not responsible for the final selection.

Weeding

1. Weeding is the removal of materials from a library collection in a systematic and deliberate way. It is an ongoing part of collection development, a planned and thoughtful action that will ensure library materials are current and enticing. This is managed primarily by the Media Coordinator, Library paraprofessional, students and administrative staff when necessary.
2. The following criteria should be considered in developing when weeding:
 - a. Copyright: a clue to look more carefully at the content.
 - b. Content: look for relevance to the needs and curriculum of the school and district.
 - c. Physical condition: look for ease of repair. Is there sufficient time and staff to complete major repairs?
 - d. Number of circulations including last circulation. If not circulated for 5-10 years determine why.
 - e. Superseded: is there newer information available?
3. Informal Weeding: An ongoing process that often occurs as materials are checked-in or checked-out.
4. Formal Weeding: A planned process that is not superseded by an informal weeding. A rotation schedule can be established to allow for systematic weeding over time.
5. Copyright: These are *suggested* copyright markers to consider: Dewey

Classifications

- a. **000** 2-10 years
- b. **100** 10 years
- c. **200** 2-10 years
- d. **300** 5-10 years
- e. **400** 10 years
- f. **500** 5-10 years
- g. **600** 5-10 years
- h. **700** 5-15 years
- i. **800** flexible
- j. **900** 15 years
- k. Biographies flexible
- l. Fiction 10 years
- m. Encyclopedia 5-7 years
- n. Reference: evaluate on individual basis
- o. Periodicals: 5 years
- p. Almanacs/Yearbooks: 3 years in reference, 3 additional years in circulation

6. Consider Keeping: Classics, Award winners, Local History, Annuals & School Publications, Titles on current reading lists, Out of print titles that are still useful, Biographical Sources
 7. **MUSTY ***
 - a. **M-Misleading** Can occur more rapidly in technology than mythology. Look for:
 - i. "Dated" popular fiction
 - ii. Obsolete information
 - iii. Books containing racial, cultural or sexual stereotyping
 - iv.
 - b. **U-Ugly** Refers to the physical condition of the book.
 - i. Antiquated appearance
 - ii. Worn-out, frayed, dirty
 - iii. Unable to mend
 - c. **S-Superseded** There may be newer copies available.
 - i. Duplicate copies
 - ii. Almanacs, yearbooks, encyclopedias superseded by newer editions
 - d. **T- Trivial** Look for appropriateness for the collection. Check for poor writing, inaccurate information, an inappropriate interest or reading level for students.
 - e. **Y-Your** collection has no use for the book. It is irrelevant to your curriculum.
- * Coined by the American Library Association in cooperation with the Texas State Library, 1976
8. Students can be invited to be a part of the weeding process if Media Coordinator and Library Paraprofessionals need student opinions to help make decisions. Students will read and fill out a **MUSTY** form as a part of the elimination process.

Parental Restriction of Individual Student Access

1. The District recognizes the rights of parents under state law to restrict their child's access to materials the parent deems inappropriate. However, no parent has the right to make that decision on behalf of other students. A parent desiring to restrict their own child's access to specific library materials shall submit the request in writing to the library staff at the school the child is attending.
2. If the material is required as part of classroom curriculum activities, the parent must complete a waiver of participation. (CREATE waiver)

School Level Challenged Library Materials

A parent/legal guardian desiring action beyond restriction of their own child's access to a particular book or material contained in the library of the school his/her child attends may challenge the placement of the item through the Challenge of Library Materials process.

This process shall not apply to primary instructional materials used by a classroom teacher. Those materials are governed by an adoption process by the Board of Education.

School Level Challenge

1. A challenger must submit a completed School Level Challenge of Library Materials Form (Form) to the school's library professional.
2. Upon receipt of the completed Form, the library professional will notify the District Director of the request and call a meeting of the ("School Committee") to introduce the request.
3. The material in question will remain in use during the challenge process.
4. The school library professional will provide the School Committee members access to the challenged material as well as public written reviews of the material from professional review sources. The School Committee members will be assigned to read, view or listen to the material in its entirety as well as the reviews.
5. After being afforded time to review the material and reviews, the School Committee will reconvene, at which time the challenger has the option to meet with the School Committee to present his/her views. The School Committee will then excuse the challenger for deliberation.
6. The School Committee will deliberate the issues and reach a decision. A decision is made by a majority vote. The School Committee will decide whether to retain the material in the library, or remove the material from the library.
7. The challenger will be notified of the School Committee's decision in writing within a reasonable time period, not more than ten (10) working days.
8. The same material cannot be challenged for at least three (3) years on the same criteria.
9. Any material that is determined to be inappropriate at a school-level will be forwarded for review by the District-Level Review Team.

District Level Challenged Library Materials

If a challenger is not satisfied with the decision of the School Committee, the challenger may appeal the decision through the District Level Challenge Appeal process.

1. A challenger shall submit a written District Level Challenge Appeal along with a copy of the original Form within ten (10) school days of receiving the decision of the School Committee. The material in question will continue to be used as determined by the School Committee during the District Level Challenge Appeal process.
2. The District Supervisor will convene the District Appeal Committee ("District Committee") and provide them with access to the challenged material as well as public written reviews of the material from professional review sources.
3. The District Committee members will read, view, or listen to the material in its entirety as well as the reviews.
4. After being afforded time to review the material, the District Committee will reconvene, at which time, the challenger will be given the option to meet with the District Committee to present his/her views. The District Committee will excuse the challenger for Committee deliberations.
5. The District Committee will decide whether to retain the material in the library, or remove the materials from the library.
6. The District Committee will render a written decision to the challenger within ten (10) calendar days of meeting with the challenger.
7. Following the District Committee decision there is no further administrative action.
8. The same material cannot be challenged at the District level for at least three (3) years.