

SECTION: PROGRAMS

TITLE: LIBRARY MATERIALS

ADOPTED: March 14, 1994

REVISED:

Farrell Area School District

109. LIBRARY MATERIALS

1. Purpose

SC 803
Title 22
Sec. 5.211

The Board of Education recognizes that a quality educational program demands a quality library program. Thus, the Board endorses the School Library Bill of Rights as drawn up by the American Library Association, and the School Library Standards recommended by the Pennsylvania Department of Education.

SCHOOL LIBRARY BILL OF RIGHTS

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 Librarians 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 pupils served.

To provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards.

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

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44



To provide materials on opposing sides of controversial issues so that young citizens 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 contributions 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.

2. Responsibility

SC 803

The Superintendent, after consultation with the teaching staff, shall be responsible for the selection, recommendation and maintenance of all resource materials. No adoption or change of materials shall be made without his or her recommendation except by a two-thirds vote of the Board.

3. Guidelines

Gifts

The library welcomes books and other resource materials from individuals and organizations but reserves the right to refuse unsuitable materials. To be accepted, the materials must meet the same high standards and criteria established for the selection of all library materials.

A special book plate will be placed in the front of the materials to recognize the donor.

Weeding

Weeding the school library book collection by withdrawing and discarding materials is as important in maintaining a useful and useable library as is careful selection of new materials. Books and other materials which are in poor physical condition, which contain outmoded or obsolete subject content, or which are of doubtful literary quality are all candidates for removal from the collection.

Weeding should be a continuous process.

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49
50
51
52
53

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49
50
51
52
53



SELECTION

Personnel

Materials for school libraries should be selected by professional personnel in consultation with administration, faculty, students, and parents. Final decision on purchase should rest with professional personnel in accordance with the book selection policy adopted by the Board of Education.

Objectives

SC 803
Title 22
Sec. 5.7

The primary objectives of a school library are to implement, enrich, and support the educational program of the school. Other objectives are concerned with:

development of reading skill, literary taste, discrimination in choice of materials.

instruction in the use of books and libraries.

The school library should contribute to development of the social, intellectual and spiritual values of the students.

Criteria

1. Needs of the individual school based on knowledge of the curriculum and requests from administrators and teachers.
2. Needs of the individual student based on knowledge of children and youth and requests of parents and students.
3. Provision of a wide range of materials on all levels of difficulty, with diversity of appeal and presentation of different points of view.
4. Provision of materials of high artistic quality.
5. Provision of materials with superior format.

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49
50
51
52
53

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49
50
51
52
53



1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49
50
51
52
53

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49
50
51
52
53

Aids Needed for Book Selection

Basic

1. Standard Catalog for School Libraries.
2. Children's Catalog.
3. Fiction Catalog.
4. Basic Book Collection for Elementary, Middle and Secondary Schools.
5. Cumulative Book Index.

Current

1. Booklist and Subscription Books Bulletin.
2. Library Journal and/or Junior Libraries.
3. Bulletin of the Center for Children's Books.
4. Horn Book.
5. Publishers Weekly.
6. Saturday Review.
7. Book Review Digest.
8. New York Times Book Review.
9. Book lists issued by the following organizations:
 - a. National Council of teachers of English.
 - b. National Council of teachers of Mathematics.
 - c. National Council for the Social Studies.
 - d. National Science Teachers Association.
 - e. American Association for the Advancement of Science.
 - f. American Library Association.

SELECTION OF MATERIALS

SC 923A

The selection of library materials is done in each school. Library materials are selected by the librarian in consultation with the faculty, counselors, deans, and principal to fit the needs of that particular school. The correlation of materials with the curriculum is an important factor in selection. Also taken into consideration are the school community, the social and economic conditions of the area served, as well as the interests and abilities of the students.



1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49
50
51
52
53

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49
50
51
52
53

Kinds of Materials

Books

The basic collection is comprised of books for curriculum enrichment, books for reference, books for inspiration, and books for recreation.

Periodicals and Newspapers

A well-rounded collection of magazines is provided for informational and recreational purposes. The major portion of the periodical collection should be indexed in periodical indexes to which the library subscribes, such as Reader's Guide to Periodical Literature and Biography Index.

The library should subscribe to a minimum of one (1) daily local newspaper and the Sunday edition of an outstanding national newspaper, such as the New York Times.

Vertical File Materials

This is a subject file, arranged in alphabetical order, of maps, clippings, pamphlets, and pictures. Each library should subscribe to lists of selected inexpensive and timely pamphlet material of general interest to the library, such as Vertical File Index, published by H.W. Wilson Company, and Free and Inexpensive Learning Materials, published by George Peabody College.

Book Selection

Book selection is a continuous process throughout the year. While first-hand knowledge is invaluable to the selection of materials, personal judgments alone cannot be relied upon. Therefore, it is necessary to consult the reliable selection aids, guides, and bibliographies which give unbiased appraisal and standard literature.



Guidelines

Young people have the right to information on both sides of a controversial issue. Therefore, they should be able to find in their libraries accurate information on unpopular as well as on popular subjects. Only by having access to a variety of materials can they acquire background for critical thinking.

Books dealing with sexism, minority groups or with people of other nationalities should be of the type likely to promote understanding and friendliness among peoples. They should point up the essential humanity of all people; and they should be free from stereotypes, caricatures, distorted dialect, or other characteristics likely to give offense.

Books on sex education may be bought whenever they present facts in an objective and dignified manner. Such books on open shelves can do much to help young people develop wholesome attitudes; but the purchase and use of materials purchase and use of materials in this field will be the responsibility of the individual school.

Books on religion will be bought if their purpose is to inform rather than to indoctrinate. Biographies of the leaders in all faiths will be bought if they meet the standards set up for judging books for children and young people.

Criteria for selection of books will be based on the following:

1. Author's qualifications.
2. Purpose of the book.
3. Subject matter suitability and treatment.
4. Publisher's standards and reputation.
5. Format.
6. Style (clear and readable).
7. Quality of writing and of illustration.
8. Recommendation in reviews or standard book lists.

CRITICISM AND CENSORSHIP

Methods of Judging

Citizens of the community may register their criticism of library materials with the school authorities or with the Board of Directors.

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49
50
51
52
53

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49
50
51
52
53



1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49
50
51
52
53

- The criticism presented to the Board of Directors must be in writing.
1. The statement must include specific information as to the author, title, publisher, and page number of each item to which objection is being made. (See attached form - APPENDIX -A).
 2. The statement must be signed and identification given to permit a reply to be made after the criticism has been investigated.
 3. The Board of Education, through the Superintendent, will appoint a committee of school personnel to re-evaluate the materials being questioned and make recommendations concerning them.
 4. The committee shall consist of one teacher representative from the elementary level, one from the middle school, one from the secondary school, one representative from the school in question, one certified librarian, and one school administrator.
 5. The committee may call in representative citizens from the community for consultation, when desired.
 6. The findings and recommendations of the committee will be submitted to the Superintendent for presentation and recommendation to the Board of Directors.
 7. The decision of the Board shall be sent in writing to the complainant.

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49
50
51
52
53