

**Collection Development Policy
School Library Media Center
Kelliher Public School
Kelliher, MN**

Mission Statement

The purpose of the Kelliher School Library Media Center is to support the curriculum and the school mission through access to information and information literacy. Lifelong learning is supported through community access to information.

Objectives

The school library media center strives to provide 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 library media center provides books, periodicals, films, videocassettes, audiocassettes, CDs, DVDs, and web-based databases necessary to enrich or supplement classroom instruction and support the curriculum, and for recreational reading by students, staff and community.

Responsibility for Selection

The library media specialist selects materials with due regard to suggestions from the faculty, parents, and students. While it is understood that the Board of Education shall delegate to the Superintendent of Schools the authority and responsibility for selection of all print and non-print materials, the actual responsibility for selection rests with the library media specialist who has professional training and knowledge necessary to implement the task of materials selection.

Procedures

The following details various policies on selection, current reviewing media, gifts, weeding, and replacing and repairing materials.

I. Selection of Materials

Selection of materials is based on the following criteria, which include but are not limited to:

- Content and value of the work as a whole
- Educational significance
- Integral to the instructional program
- Interests and needs of students and faculty served by the library media center
- Contribution to literary appreciation
- Provide a balanced collection for the library media center
- Favorable reviews and recommendations
- Reputation and significance of the author, producer, or publisher
- Currency and appropriateness of material
- Representative viewpoints on controversial issues
- High potential user appeal
- High artistic quality and/or literary style
- Accuracy and clarity of information
- Fair and unbiased presentation of information
- Value proportionate to cost and/or need
- Timeliness or permanence
- Selection by state and national book awards, including but not limited to:
 - Caldecott Medal
 - Children's Book Award
 - Coretta Scott King Award
 - Maud Hart Lovelace Book Award
 - Michael Printz Award
 - Minnesota Book Awards
 - Newbery Medal

II. Current Reviewing Media

The following recommended lists shall be consulted in the selection of materials but selection is not limited to their listings:

- Booklist
- Horn Book Guide
- Kirkus Review
- Library Media Connection
- Publisher's Weekly
- Reference & Research Book News
- School Library Journal
- Science Books and Films

III. Gifts

Criteria for inclusion of gifts of donated books and other materials are the same as for purchased materials.

IV. Weeding

Materials in the collection are regularly reviewed for currency and physical condition.

Criteria for weeding include but are not limited to the following:

- Currency
- Biased information
- Accuracy of information
- Importance to the instructional program
- Content and value of the work as a whole
- Educational significance
- Lack of timeliness or permanence
- Usage statistics

V. Repairing and Replacing Materials

Repairs are made when materials, which are still current, can be restored adequately to keep them in circulation. Lost or damaged materials are replaced when the items are still vital to the curriculum and educational needs of students.

Controversial Materials

- It is important to maintain intellectual freedom as expressed in the *Library Bill of Rights*, which is quoted on the second page of this document. The major areas of controversial materials are race, sex, politics, religion, literature, and economics. In selecting material from any of the above areas, the following criteria are given consideration:
- The materials on controversial issues should be representative of a particular point of view and a sincere effort made to select equally representative materials covering contrasting points of view.
- The material does not unfairly, inaccurately, or viciously disparage a particular race or religion. A writer's expression of a certain viewpoint is not to be considered as a disparagement when it represents the historical or contemporary views held by some persons or groups.
- The materials on religion are chosen to explain rather than convince and are selected to represent the field as widely as necessary for the school's purposes.
- The selection of materials on political theories and ideologies or on public issues is directed toward maintaining a balanced collection representing various views.
- In a literary work of established quality, the use of profanity or the treatment of sex is not an adequate reason for eliminating the material from the school library media center. (A work of established quality may have any of the following characteristics: award winner, good reviews, and educational value.)

- Material on physiology, physical maturation, or personal hygiene should be accurate, in good taste, and age appropriate.
- Materials should be selected for their strengths rather than rejected for their weaknesses.
- Materials should be selected that meet the students' needs beyond the curriculum and encourage intellectual growth, critical thinking, problem solving, and information literacy.
- Because literacy is a major priority of the district, the school library media center should select materials that encourage free voluntary reading.

Reconsideration

Community members may occasionally disagree with some materials in the library media center despite the quality of the selection process. Community members have a right to ask that materials be reconsidered. The review of questioned materials will be treated courteously and calmly, and as an important routine action. Every effort will be made to consider objections, keeping in mind the best interests of the students, the school, the curriculum, and the community. In the event of a complaint, the following procedures are to be followed:

1. The complaint should first be addressed to the Library Media Specialist either verbally or in writing. The Library Media Specialist will then review the material.
2. If the issue is not resolved satisfactorily for the complainant, requests for reconsideration are to be made in writing using the form attached to this policy.
3. The principal and Library Media Specialist shall be notified immediately upon receipt of the complaint form.
4. Requests will be submitted to a committee appointed by the Superintendent of Schools. The committee shall consist of:
 - Principal
 - Superintendent
 - Library Media Specialist
 - Classroom teacher from the department the material most relates to
 - Parent
 - Student
5. Materials may be removed from circulation while under consideration at the discretion of the Library Media Specialist/committee.
6. The committee will read the material in question, read reviews from established professional selection tools, and make a judgment based on its total effect rather than the presence of words, phrases, or other isolated instances, which might by themselves be objectionable.
7. If either the person making the complaint or the Library Media Specialist is not satisfied with the decision made by the committee, it may be appealed to the Superintendent of Schools, who may forward the appeal to the Board of Education. The Board's decision shall be final.

Instructions to the Reconsideration Committee

The committee should review the Library Bill of Rights quoted in the Collection Development Policy and base decisions on its principles.

Read all materials completely, including the full text of the challenged material and available reviews. Checking for acceptance of the material at other schools, in the state or nation, will help determine overall suitability. Passages or parts should not be taken out of context. Weigh the values and faults carefully and base an opinion of the material as a whole.

The final decision, presenting all opinions within the committee, will be presented to the person filing the complaint once all discussion has been completed and a judgment concerning the material has been made.

**Kelliher Public School
Kelliher, MN
Request for Reconsideration of
Library Media Center Material**

Author: _____

Type of Material: _____

Title: _____

Publisher (if known): _____

Request made by: _____

Street Address: _____

City: _____ Zip Code: _____

Telephone: _____

Complaint represents self _____ Organization _____

1. Resource that you object to:

_____ Book

_____ Newspaper

_____ Video

_____ Audio Recording

_____ Display

_____ Electronic Information/Network
(please specify)

_____ Magazine

_____ Library Program

_____ Other (please specify)

2. What brought this resource to your attention?

3. What concerns you about the resource? (Please be specific)

4. What do you feel might be the result of using this resource?

5. Are there resources you suggest to provide additional information and/or other viewpoints on this topic?

6. Do you feel there is any value in this resource?

7. Did you examine the entire resource or item? If not, what parts did you examine?

8. Have you had the opportunity to discuss the proposed use of this resource with the Library Media Specialist?

_____ Date _____
Signature of Complainant

Please send Request for Reconsideration to:

Tim Lutz
Superintendent of Schools
Kelliher Public School
345 4th Street NW
Kelliher, MN 56650

Checklist for the Reconsideration Committee Nonfiction Materials

Title _____

Author _____

A. Purpose

1. What is the overall purpose or message of the material?

2. Is it accomplished? Yes ____ No ____

B. Authenticity

1. Is the material up-to-date? Yes ____ No ____

2. Are information sources well documented? Yes ____ No ____

C. Appropriateness

1. Is it appropriate to the grade level intended? Yes ____ No ____

2. Are the illustrations appropriate to the subject and age levels? Yes ____ No ____

D. Content

1. Is the content of this material well presented by providing adequate scope, range, and continuity? Yes ____ No ____

2. Does this material present information not otherwise available? Yes ____ No ____

3. Does this material give a new dimension or direction to its subjects? Yes ____ No ____

E. Reviews

1. Source of review _____

Favorably reviewed _____ Unfavorably reviewed _____

2. Does this title appear in one or more reputable selection aids? Yes ____ No ____

If the answer is yes, please list titles of selection aids:

F. Additional Comments

G. Recommendation by Review Committee

- Retain use of material as is.
- Remove from assigned reading.
- Remove from recommended lists.
- Place in "restricted" collection.
- Remove from the collection permanently.

Date _____

Signature of Library Media Specialist

_____	_____
_____	_____
_____	_____
_____	_____

Signatures of Reconsideration Committee Members