

**WINNER SCHOOL DISTRICT 59-2
OFFICIAL SCHOOL BOARD POLICY**



POLICIES FOR SELECTION OF LIBRARY BOOKS AND MATERIALS

I. Objectives of Selection

The primary objective of the school's educational media center is to implement, enrich and support the educational program of the school. It is the duty of the center to provide a wide range of materials on all levels of difficulty, with diversity of appeal and the presentation of different points of view.

To this end, the Board of Education of Winner, South Dakota reaffirms the objectives of the Standard for School Media Programs, prepared jointly in 1969 by the American Association of School Libraries and the Department of Audiovisual Instruction, and asserts that the responsibility of the library media center is:

- To provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities, and maturity levels of the pupil served.
- To provide materials that will stimulate growth in factual knowledge, literary appreciation, and aesthetic values on ethical standards.
- To provide a background of information which will enable pupils to make intelligent judgments in their daily life.
- To provide materials on opposing sides of controversial issues so that young citizens may develop under guidance the practice of critical analysis of all media.
- To place principle above personal opinion and reason above the prejudice in the selection of materials of the highest quality in order to assure a comprehensive collection appropriate for the users of the library media center.

II. Responsibilities for Selection of Materials and Books

The Winner Board of Education is legally responsible for all matters relating to the operation of Winner Schools.

The responsibility for the selection of instructional materials is delegated to the professionally trained personnel employed by the school system.

Selection of materials involves many people; principals, teachers, supervisors, and media specialists. The responsibility for coordinating the selection of instructional materials and making the recommendation for purchase rests with the professionally trained media personnel.

III. Criteria for Selection of Materials and Books

Needs of the individual school based on knowledge of the curriculum and of the existing collection are given first consideration.

**WINNER SCHOOL DISTRICT 59-2
OFFICIAL SCHOOL BOARD POLICY**



Materials for the purchase are considered on the basis of:

1. overall purpose
2. timeliness of permanence
3. importance of the subject matter
4. quality of the writing/production
5. readability and popular appeal
6. authoritativeness
7. reputation of the publisher/producer
8. reputation and significance of the author/artist/composer, producer, etc.
9. format price
10. requests from faculty and students are given consideration

IV. Procedures for Selection

In selection materials for purchase, the media specialist evaluates the existing collection and consults reputable, unbiased, professionally prepared selection aides; specialists from all departments and/or all grade levels; and if needed the media committee.

In specific areas the media specialist follows these procedures:

1. Gifted materials are judged by the basic selection standards and are accepted or rejected by these standards.
2. Multiple items of outstanding and much in demand media are purchases as needed.
3. Worn or missing standard items are replaced periodically.
4. Out of date or no longer useful materials are withdrawn from collection.
5. Sets of materials and materials acquired by subscription are examined carefully, and are purchased only to fill a definite need.
6. Salesmen must have permission from the superintendent's office before going into any other school.

V. Media Committee

The media committee is appointed by the principal to serve in an advisory capacity subject to board approval, in the selection of books and materials and reviewing of challenged books and materials.

The composition of the media committee for each school will be as follows:

1. High School - 1 librarian
2 staff members
3 patrons of the school district (1 minority)
1 principal
2. Middle School - 1 librarian
2 staff members
3 patrons of the school district (1 minority)
1 principal

**WINNER SCHOOL DISTRICT 59-2
OFFICIAL SCHOOL BOARD POLICY**



3. Elementary Schools - 1 librarian
2 staff members
3 patrons of the school district
(1 minority)
1 principal

There shall be an organizational meeting during the first part of September of each school year. It will be the responsibility of the librarian to organize the meeting.

VI. Challenged Materials and Books

Occasional objections to a selection will be made by the public, despite the care taken to select valuable materials for student and teacher use and the qualifications of persons who select the materials.

A file is kept on materials likely to be questioned considered controversial.

If a complaint is made, the procedures are as follows:

1. Be courteous, but make no commitments.
2. Invite the complainant to file his objections in writing and offer to send him a prepared questionnaire so that he may submit a formal complaint to the media committee.
3. Inform the principal, superintendent and the media supervisor.
4. The media committee will:
 - a. read and examine materials referred to them;
 - b. check general acceptance of the materials by reading reviews;
 - c. weigh values and faults against each other and form opinions based on the materials as a whole and not on passages pulled out of context;
 - d. meet to discuss the materials and to prepare a report on it;
 - e. withdraw materials if that is the decision of the media committee;
 - f. file a copy of the report in the school and administrative offices;
 - g. notify the complainant.

**WINNER SCHOOL DISTRICT 59-2
OFFICIAL SCHOOL BOARD POLICY**



QUESTIONNAIRE FORM

Name of Person making request _____
Address _____

Complaint represents: _____ self
_____ organization _____
(name)

Name of School owning challenged material _____
Title of item _____
Type of media: book, film, filmstrip, recording, etc. _____
Author, artist, composer, producer, etc. _____
Publisher (if known) _____ Copyright date _____

Please answer the following questions and complete as many items as possible.
Leave blank those items which do not apply.

1. What do you object to in the instructional material in question? _____
2. What is good or of value in the material under question? _____
3. What do you feel might be the result of a student's reading, viewing, or listening to this work? _____
4. What do you believe is the theme and purpose of this item? _____
5. For what age group would you recommend this work? _____
6. Did you evaluate the entire work? _____ What pages, sections, or portions? _____
7. Did you approve of presenting a diversity of points of view in the classroom? _____
8. Are you aware of the judgment of this work by critics or authorized sources? _____
9. Are you aware of the teacher's purpose in using this work? _____
10. What would you prefer the school do about this work?
_____ Do not assign or recommend it to my child.
_____ Withdraw it from all students.
_____ Send it back to the appropriate department for re-evaluation.
_____ Other (please specify) _____

11. In its place, what item of equal educational quality would you recommend which conveys as valuable a concept or perspective of the subject covered in this item.

Date
FILE NO: 8.04
Page 4 of 4

Signature of Complainant
Adopted: 8-8-94
Effective: 8-8-94
Amended: