

# **Upland Library**

## **Materials Selection Policy and Review Procedure**

### **I. Statement of Materials Selection Policy**

It is the policy of the Upland Country Day School library to select materials (including those found in the virtual library, i.e. via Internet) that support the educational goals and objectives of the School.

Therefore, the Upland library's goals are to:

Provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities, learning needs, learning styles and maturity levels of the students served.

Provide materials for teachers and students that will encourage growth in knowledge and that will help to develop literary, cultural and aesthetic appreciation and ethical standards.

Provide materials which reflect the ideas and beliefs of various religious, social, political, historical, and ethnic groups and their contribution to local, national and world heritages and cultures, thereby enabling students to develop intellectual integrity in forming judgments.

Provide a variety of electronic formats as well as print materials to support student learning needs. These electronic formats include resources found on the Internet.

These materials are provided in order to implement, enrich, and support the education program for the student and in accordance with the following principles:

Place principle above personal opinion and reason above prejudice in selection of materials of the highest quality in order to ensure a comprehensive collection appropriate for the users of the Upland library.

Instructional materials are chosen because they are of interest and have learning value for the students in the community. Materials are not excluded because of race, nationality, religion or political views of the writer.

Materials of interest to students are provided which will promote their emotional, cultural, spiritual, and intellectual development.

Insofar as it is practical, materials are provided which present all points of view concerning the problems and issues of our times--international, national, and local. Books and materials of sound, factual authority are not removed or banned from the library because of partisan or doctrinal disapproval.

Materials in all forms are made available to attract students to reading, to viewing, to listening, and to searching in order to enable all students to experience success in learning and encourage the development of learning habits for a lifetime of continuous self-improvement.

Selections are made for, and in accordance with, the different maturity levels of the students.

Materials are selected which fill a need related to the curriculum and or contribute to the development and enrichment of the student.

In selecting materials, reviewing tools such as standard catalogs are used. When possible, materials are previewed before purchase.

Selection is an ongoing process which should include the removal of materials no longer useful or appropriate and the replacement of lost or worn materials still of educational value.

## II. Selection Objectives

The selection of books and other media is made in accordance with the following objectives:

- To attain the established educational goals
- To enrich the curriculum
- To support the needs of the School's professional staff
- To further the intellectual, emotional, cultural and spiritual development of youth
- To promote mature and responsible behavior
- To help students gain an understanding of our pluralistic society
- To encourage the development of reflective thinking
- To promote lifetime reading habits
- To appeal to the interests of students
- To encourage educational excellence

III. Upland Country Day School believes that ultimately education is charged with developing free and reasoning human beings.

Therefore, recognizing this responsibility, Upland Country Day School subscribes in principle to the nationally adopted statements of philosophy as expressed in the American Library Association's Library Bill of Rights, the American Association of School Librarians' statement on Access to Resources and Services in the School Library Media Program; an Interpretation of the Library Bill of Rights, the National Council of Teachers

of English statement on The Students' Right to Read, and the Association for Educational Communications and Technology Statement on Intellectual Freedom.

IV. Responsibility for the purchase of library and instructional materials is vested legally in the Upland Country Day School Board of Trustees. The Board delegates to the appropriate instructional staff the responsibility of developing final recommendations for purchase.

The actual selection of library media materials is the responsibility of the professionally trained librarian who is familiar with the courses of study, the methods of teaching, and the individual needs of students within the School. The library media specialist, aided by suggestions from the school administrators, faculty, students and parents, makes the final selection.

#### V. Selection Criteria

##### A. General criteria to be considered are:

1. Needs of individual courses and students
  - To support curriculum needs
  - To provide for a wide range of abilities, interests, and learning styles
  - To provide for informational and recreational needs
2. Needs of school professional staff

##### B. Other important considerations

Overall educational significance or purpose of the material and how well it is achieved

Accuracy

Reputation and significance of the author, producer and/or publisher

Timeliness or permanence of the material

Importance of the subject matter in contributing to the library media collection and/or broadening representative viewpoints on controversial issues

Interest and appeal

Attractiveness, suitability, and durability of format

Readability / visual, audio, or technological effectiveness

Artistic quality and/or literary style

Favorable reviews in standard selection sources

Value commensurate with cost and/or need

Frequency of request for this or similar materials

All forms of print, non-print, and electronic media will be considered for use in the School.

B. Nonfiction subjects which are possible sources of controversy are carefully considered during the selection process. The material should be consonant with the purposes of the library, meet general criteria of quality, and relate to school program needs. Judgment

should be based on the total effect of the material and not solely on the presence of words and phrases, or other visual and aural instances which in themselves might be objectionable.

It is important to note that student discussion of issues which generate opposing points of view shall be considered a normal part of the learning process in every area of the School's program. The depth of the discussion shall be determined by the maturity of the students.

Teachers shall refer students to resources reflecting all points of view. Discussions, including contributions made by the teacher or resource person, shall be maintained on an objective, factual basis. Stress shall be placed on learning how to make judgments based on facts.

C. Fiction has assumed an important role as an educational medium. The sound treatment of significant historical, social and personal problems in books of fiction can contribute to the understanding of human problems and human relations. Fiction is acquired to supplement areas of the curriculum and to encourage and develop the reading interests of students.

D. Professional materials

These materials need to reflect research and trends in education, as well as meet general selection criteria.

E. In selecting materials, the school librarian will refer to reputable, professionally prepared selection aids such as the H.W. Wilson *Standard Catalogs*, and periodicals such as *Booklist* and *School Library Journal*, but selection is not limited to their listings. The librarian should also evaluate the existing collection and consult staff members from various departments and/or grade levels.

## VI. Gift Books and Materials

Gift books, materials and equipment are accepted with the understanding that they must meet the same selection criteria as materials purchased with Upland Country Day School funds. Donated items, once accepted, become the property of Upland Country Day School.

## VII. Weeding

The same thought and care given to selection of materials should be exercised in weeding the collection so that the collection remains current and useful to the Upland Country Day School students and faculty. The American Library Association recommends that 3% - 5% of the collection (print and non book) be weeded annually.

## VII. Procedures for Dealing with Questioned Materials

Occasional objections to a selection may be made, despite the care taken to select materials for student and teacher use. In such instances, the principles of the freedom to read and professional responsibility of the staff should be defended.

No duly selected materials whose appropriateness is challenged shall be removed from the School until written notification by a Review Committee is received.

If a complaint is made, the procedures to follow are:

1. Inform the Head of School about the situation, and if it seems feasible, set up a conference with complainant, administration, librarian, and any other staff member involved in the complaint. Prior to the conference, consider gathering information on: 1) whether material has been reviewed and rating given the item; and 2) whether there are possible sources of local and/or national reviews on material in question. In this initial stage, school staff should try to explain to the complainant:

the School's selection procedure, criteria, and qualifications of those persons selecting the material (give the complainant a written copy of Upland Country Day School's Mission statement, Philosophy, and the Materials Selection Policy statement).

the particular place the material occupies in the educational program, its intended educational usefulness, and additional information regarding its use.

*Note: The vast majority of complaints can be amicably resolved in the first stages. A personal conference can often solve the problem where a shift into a more formal procedure might inflate it.*

2. Should the complainant still not be satisfied, invite the person to file objections in writing and offer to send him or her a Patron Request for Reevaluation of School Library Media Center Material Form so that he/she may submit a formal complaint. (Please see attachment.)

If the formal request for reconsideration has not been received by the Head of School in two weeks, the issue will be considered closed.

Upon receipt of a completed form, the Head of School will appoint a Review Committee consisting of appropriate faculty members, parents, and administrators. The formal request for reconsideration along with the questioned material will be forwarded to the Review Committee.

No questioned material shall be removed pending a final decision. Pending the outcome of the request for reconsideration, if the complainant is a parent, access to the questioned material may be abridged for that parent's child(ren) only, if the parent so desires.

The Review Committee will meet to discuss the material, and will prepare a report containing its recommendation on disposition of the matter. They will forward their findings to the Head of School. The Board of Trustees will also be informed of the decision.

The Head of School will notify the complainant of the Review Committee's decision.