

**Board Policy No: 109.1**

**Tyrone Area School District**

**Library Collections**

**Development Policy**

**And**

**Procedures**

**Board Approved: May 26, 2005**

## **Library Program Philosophy and Objectives**

The school library works in accordance with the *mission* of the Tyrone Area School District. To provide unity, quality, direction, and guidance in education, the librarians and the teachers work hand in hand, integrating the library's resources and services with the curriculum. Through a continuous process of designing, implementing and evaluating, these services and resources shall further aid the teachers and students by adding depth, breadth and relevance to the curriculum.

The following goals and objectives have been designed to aid in the attainment of quality education in the library:

1. To provide a functional and effective library program as part of the school curriculum in order to further the student's knowledge and understanding of the library *as a source of information for life-long learning*.
2. To promote the enjoyment and appreciation of quality literature.
3. To provide a variety of media as resources to meet the student's needs and interests, to allow for student growth and to provide varied learning experiences for the student.
4. To provide competent and caring personnel who are knowledgeable about educational methods to guide and instruct the students in the proper usage of the library's resources and services, including online databases and Internet sources.
5. To provide quality instruction to individuals, small groups and classes so that students may make effective use of the library on an individual basis.
6. To provide a library program to meet each student's intellectual needs, goals, interests, and abilities.

## **Collection Development Policy and Procedures**

School libraries should enrich the school curriculum by:

1. Providing library service to students and staff.
2. Acquiring and organizing library materials.
3. Giving instruction in the use of the library.
4. Encouraging the habit of reading for pleasure *and life-long learning*.

The libraries provide materials for students and staff which supplement and enrich the courses of study while also providing materials for recreational reading, for help with a hobby, and for information in a field of interest not closely related to the school curriculum. In accordance with those aims, the libraries and the school district subscribes to the policies of the *Library Bill of Rights*, as set forth by the American Library Association.

### Criteria for selecting media:

1. Educational significance and appropriateness.
2. Value to the collection, curriculum and users.
3. Authority of the author, publisher and/or producer.
4. Medium used to convey content.
5. Content, scope and currency of content.
6. Quality of the medium.
7. Accuracy, comprehensibility and organization {particularly important in rapidly changing fields such as science and computers.}
8. Cost.
9. Illustrations – do they add or detract from the media value, usability and aesthetic appeal.

In formulating the policy, consideration was given to these subjects which have been topics of criticism: discrimination, ideologies, sexual contents, and science.

1. **Discrimination.** Factual unbiased material with regard to religion, race, gender and socio-economic background should be included in the library collection.
2. **Ideologies.** The libraries should, without making any effort to sway the reader's judgment, make available basic factual information on the level of its reading public or any ideology or philosophy which exerts a strong force, either favorably or unfavorably in government, current events, politics, education, or any other phase of life.
3. **Sexual Content.** Materials presenting accents on sex should be subjected to a stern test of literary merit and reality by the librarians, who take into consideration the intended reader. While we would not in any case include the sensational or overdramatic, the fact of sexual incidents or profanity appearing should not automatically disqualify a book. Rather the decision should be made on the basis of whether the book presents life in its true proportions, whether circumstances are realistically dealt with and whether the book is of literary value. Factual material of an educational nature on the level of the reading public should be included in the library collection.
4. **Science.** Medical and scientific knowledge should be made available without any biased selection of facts.

### Ordering procedures:

While legal responsibility for the purchase of all instructional materials is vested in the Tyrone Area School Board, the responsibility for selection of library materials has been delegated to the school librarians.

The librarians review staff and student requests, eliminating duplications and checking materials *to provide best literary value*. The librarians add to the list any selections which the librarians feel are needed in the collection *to provide a well rounded reference base*. Standard selection tools such as Booklist, School Library Journal, Science Books

and Films, Children's Catalog, and other sources, as appropriate, are used in making the list.

The list of library materials shall then be submitted to the Assistant Superintendent and the Superintendent for review and approval. Thirty days prior to board action, the School Board shall receive the list for review.

If any board member questions or desires further information on any title or author, he/she should contact the chairperson on the Book Review Committee with fifteen (15) days for board action. The chairperson shall then contact the librarian to obtain copies of professional reviews of any library material in question. If so desired, the board member can obtain a copy of the library material from another source.

The order for library materials in its entirety, including any materials in question by individual board members, shall be presented to the board at the end of the thirty (30) days for board action. Prior to voting, individual board members shall have an opportunity to present their rationale for desiring to exclude certain books from the order.

After board approval, the final list should be submitted to book jobbers for bids and a contract is awarded. As the new materials are received, they are checked against a master list of materials ordered. The business office makes payment when all the ordered books, periodicals and audiovisual materials have been received.

### **Gifts**

Gifts of materials are gratefully accepted by the library. However, if the donations do not suit the collections needs when the selection criteria is applied, the librarian reserves the right to discard the materials.

### **Inventory**

Inventory is taken at the end of the school year.

### **Weeding**

Weeding is an essential element of the collection development policy in order to maintain an attractive and relevant collection. Weeding is an ongoing process that reevaluates the collection in regard to the needs of the users, changing curriculum, new formats of materials and new instructional techniques. Materials that are no longer appropriate shall be deleted. Materials should be considered for weeding if they are in poor physical condition, contain outdated, biased or inaccurate information, or no longer reflect the needs of the curriculum or the interests of the students and staff.

The materials that have been designated to be discarded may be disposed of in the following ways:

1. Donate the materials to the teachers.
2. Give the materials to the students
3. Recycle the paper.
4. Discard.

### **ACCESS Pennsylvania**

The following statements comply with ACCESS Pennsylvania requirements:

1. This selection policy is subject to revision as new technologies and better library procedures may warrant.
2. The Tyrone Area School District endorses the Pennsylvania Inter-library Loan Code of August 1987.

## **Challenged Materials**

No duly selected materials whose appropriateness is challenged shall be removed from the school except upon formal action of the Board of Education after the procedures listed below have been followed.

Procedures to be observed:

1. All complaints to staff members shall be reported to the librarian and the building principal involved, whether received by telephone, letter or in personal conversation.
2. The principal shall contact the complainant to discuss the complaint and to attempt to resolve it informally by explaining the philosophy and goals of the school district and/or the library. If the complaint is not resolved informally, the complainant shall be supplied with a packet of materials consisting of the district's instructional goals and objectives, library collections development statement and the procedure for handling objections. This packet shall also contain a standard printed form which shall be completed and returned before consideration shall be given to the complaint.
3. If the formal request for reconsideration has not been received by the principal within two weeks, it shall be considered closed. If the request is returned, the reasons for selection of the specific work shall be *reviewed* by the appropriate staff.
4. In accordance with the statement of philosophy, no questioned materials shall be removed from the school pending a final decision. Pending the outcome of the request for reconsideration, however, access to questioned materials can be denied to the child (children) of the parents making the request, if they so desire.
5. Upon receipt of a completed objection form, the principal of the building involved shall select and call together a committee to consider the complaint. This committee shall consist of two building-level administrators, the librarian and one teacher, two members of the Book Review Committee of the board and two community members selected from

district advisory committees. The committee shall be chaired by the Assistant Superintendent who shall be a non-voting member of the committee.

6. The committee shall meet to discuss the material, following the guidelines set forth in the collections development policy. Members of the professional staff directly involved with the challenged material shall present their rationale for inclusion of the material within the district curriculum. In addition, the original complainant (maximum of three persons) shall be given the opportunity to present their concerns to the committee.
7. After committee members have read or reviewed the complete work, a second meeting shall be scheduled for resolution of the matter by the committee. The committee members shall vote by written ballot.
8. The principal shall notify the original complainant of the decision by telephone. In answering the complainant, the principal shall explain the book selection system, give the guidelines used for selection and cite authorities used in reaching decisions. If the committee recommends retaining the challenged material, the complainant shall be given an explanation and informed that he/she may present an appeal to the Superintendent for consideration of the matter by the board of education.
9. A formal written report outlining both majority and minority rationale shall be prepared by the Assistant Superintendent and forwarded to the Superintendent.
10. Final disposition of the matter shall be handled as follows:
  - a. If the committee votes to retain the challenged material and the Superintendent does not receive a request for an appeal from the complainant, the Superintendent shall inform the board of the committee's decision as a point of information.
  - b. If the committee votes to retain the challenged material and the Superintendent does receive an appeal from the original complainant, the Superintendent shall present to the board, the formal report from the committee. An invitation shall be extended to the original complainant to present his/her appeal directly to the board. Following this action, the board shall vote on the final disposition of the challenged material.
  - c. If the committee votes to remove the challenged material or the committee vote is indecisive, the Superintendent shall present to the board the formal report from the committee. The board shall then vote on the final resolution of the challenged material.
11. Following a board decision to retain challenged material, the particular title originally in question shall not be reviewed again for a minimum of three (3) years.

# Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

**Adopted June 18, 1948.  
Amended February 2, 1961, and January 23, 1980,  
inclusion of "age" reaffirmed January 23, 1996,  
by the ALA Council.**