

South Central Community School Corporation LIBRARY COLLECTION DEVELOPMENT POLICY

Materials, in a variety of formats, interest and reading levels, available in the Library Media Center (LMC) are selected to "...enrich, support, and implement the educational program of the school." (Bylaws and Policies of South Central Community Schools, Policy 2520). Criteria for selection of instructional materials and equipment include but are not limited to:

- technical quality
- readability and appeal to students
- include different viewpoints, values, philosophies, cultures, and religions whenever possible.
- authoritativeness
- completeness, accuracy, clarity
- reputation and significance of the author, artist, composer, and/or producer
- format and price
- relationship to a course of study
- extent to which the scope/content of the materials makes it possible for students to accomplish the objectives and goals of the program
- appropriateness of the content and/or presentation relative to the maturity and/or comprehension level of the students
- needs of an individual school program based on requests from administrators and teachers
- needs of individuals students based on requests by teachers, parents, or students
- reliability
- ease of repair and maintenance
- compatibility with existing Corporation equipment, when applicable (Administrative Guidelines of South Central Community Schools, Policy 2520A)

First priority will be given to materials that support the South Central curriculum, followed by materials to support diversity of reading interests and abilities and to promote pleasure reading. The LMS shall serve on all textbook adoption committees and work to provide materials to support and enhance curriculum during the adoption cycle. Wherever feasible, reference materials will be purchased in electronic format to extend the use to all students from home or school.

Standard selection sources used to identify items for purchase include reviews from professional journals, catalogs, and online resources.

The Library Bill of Rights and Access to Library Resources and Services for Minors of the American Library Association states that the rights of an individual to the use of a library should not be denied or abridged because of age, race, religious beliefs, sexual orientation, national origin, socioeconomic or education level, or social or political views.

Withdrawal of LMC Materials

Outdated and damaged equipment and materials will be removed from the LMC collection in order to maintain an up-to-date, relevant collection.

Damaged Items

The LMC staff will assess returned materials for damage. Every effort will be made to repair circulating items. When items cannot be repaired they will be withdrawn from the computer, all ownership marks will be removed and item will be thrown away.

Students will be charged replacement cost for materials that are returned wet, stained, with damaged covers and or missing pages.

Outdated Items

The LMS will maintain the relevancy of the collection by removing materials and equipment that are:

M = **M**isleading (and/or factually inaccurate)

U = **U**gly (worn and beyond mending or rebinding)

S = **S**uperseded (by a truly new edition or by a much better book on the subject)

T = **T**rivial (of no discernible literary or scientific merit)

I = **I**rrelevant to the needs and interests of your community

E = The material may be obtained expeditiously **E**lsewhere through interlibrary loan or reciprocal borrowing.

CREW guidelines, available at <http://www.tsl.state.tx.us/ld/pubs/crew/index.html>, will guide the withdrawal of items. When items are deemed no longer appropriate they will be withdrawn from the online shelf list, all ownership marks will be removed and item will be thrown away. Materials inappropriate for the LMC collection will NOT be donated to classrooms unless the withdrawn items are duplicate copies of titles remaining on the LMC shelves.

Damaged or outdated equipment, originally valued in excess of \$100, will be removed from the online shelf list and serial numbers, make and model reported to the superintendent's office. Equipment will be recycled after all potential repair parts are removed.

Requests of Reconsideration

The LMC accepts public requests for reconsideration for the review, relocation, or exclusion of any library material. Requests and items are reviewed and evaluated according to the selection standards used for all library materials. In the event an individual or group would like to have material(s) removed from use in the classroom or library media center, this form needs to be completed. The Library Media Advisory Committee, upon receiving the written request, would meet to determine if the challenged material(s) is consistent with the Board-approved selection policy and meets the curricular and/or reading needs of South Central students. The Library Media Advisory Committee would deliver their findings to the concerned citizen and Board of School Trustees within 30 days of the citizen request. If the objecting party remains unsatisfied, the matter would then be referred to the Board of School Trustees.

South Central Community School Corporation
REQUEST FOR RECONSIDERATION OF MATERIALS OR SERVICES

NAME _____ DATE _____

ADDRESS _____ CITY/STATE _____ ZIP _____

PHONE _____ EMAIL _____

DO YOU REPRESENT: ☐ YOURSELF ☐ AN ORGANIZATION (NAME) _____

☐ BOOK ☐ CD ☐ DVD ☐ PERIODICAL ☐ E-MATERIAL ☐ PROGRAM ☐ OTHER _____

TITLE _____ PUBLISHER _____

AUTHOR _____ CALL# _____ COPYRIGHT _____

1. What brought this work to your attention? _____

2. Please indicate how much of the work you have read, viewed, or listened to:

☐ Entire work ☐ Portion(s) of the work. What parts? _____

3. To what in the work do you object? Please be specific. Cite pages, sections, etc.

4. What do you feel might be the result of reading, viewing, or listening to this work?

5. For what age group would you recommend this work? _____

6. What do you believe is the theme of this work? _____

7. What professional reviews of this work have you read? _____

8. Please explain how this work does not comply with SCCSC's Collection Development Policy.

9. What would you like this library to do about this work?

☐ Return it to the staff selector/selection committee/department for reevaluation.

☐ Other. Explain: _____

10. In its place, what work would you recommend that would convey a valuable picture and perspective of the subject treated? _____

SIGNATURE _____ DATE _____