

LIBRARY MEDIA CENTERS

Selection of Materials

A. Responsibility

1. Legal and Administrative Responsibilities

- a. Selection of school library materials is the legal responsibility of the Governing Board of the district.
- b. The Superintendent and principals operate within the framework of policies determined by the Board of Trustees as stated in the California Education Code, Section 7051.

2. Source of Requests

- a. Requests will be received from the individual teacher, administrators, department chairmen, teachers, students, librarians and subject specialists.

3. Final Selection

- a. The basic responsibility for the final selection shall be delegated to professionally trained personnel who know the course of study, the methods of teaching, and the individual differences of the pupils in the schools for which materials provided.
- b. Such selections shall be in accordance with the statement of specific procedures given in the sections that follow.

B. Basis

1. Recognized Authorities

- a. Recognized screening authorities shall be used in the selection of library materials.
- b. One or more of the following agents shall be consulted without further investigation:
 1. H. W. Wilson Publications;
 2. The American Library Association and affiliated organizations;
 3. The National Council of Teachers of English;

4. National Education Association and subsidiary journals;
5. Association for Childhood Education; and/or
6. CASL, AAAS, and AVEAC Publications.

c. Other professional journals: shall be considered.

C. Procedures

1. Criteria - General Statement

a. The following criteria shall be considered in evaluating materials added to the school libraries:

1. Do they meet the requirements of the school curriculum?
2. Are they consistent with the maturity level of the Students?
3. Do they provide the students with a knowledge and understanding of our American heritage and our democratic institutions?
4. Do they provide for the varied interests of the students?
5. Are they, as far as possible, materials of lasting value?
6. Do they maintain balance and proportion in the collection as a whole?
7. Do they tend to develop and enrich the individual?

2. Gifts

- a. All gifts shall be subjected to the same critical examination given to materials recommended for purchase.
- b. Book gifts must be selected from the recommended screening authorities and processed in the same manner as books purchased by the district.
- c. All gifts become the property of the Monrovia Unified School District.

3. Periodicals

- a. All periodicals shall be selected according to procedures listed in Section III, C-1

Questioned and Challenged MaterialsA. Signed Statement

1. A signed written statement on Citizens Request for Reconsideration of a Book form, setting forth the objection, reason for the objection, and the passage objected to shall be presented to the principal of the school where the library book or instructional material is being used.

B. Reviewing Committee

1. Questioned or challenged material shall be reviewed by a committee consisting of the concerned principal and librarian, the district librarian, the teacher in the subject area questioned, and the assistant superintendent of curriculum & instruction.
2. The instructor or librarian involved will be given the opportunity to render a professional opinion on the validity of using this specified material in the curriculum.
3. A written recommendation of the reviewing committee shall be forwarded to the Superintendent.

C. Superintendent

1. The recommendation of the reviewing committee shall be considered by the Superintendent and a decision made concerning the continued use of the book.
2. Copies of the decision of the superintendent shall be forwarded to the complainant, the administrator of the school, and all members of the school Board of Trustees.

D. Appeal to the Board

1. In the event that satisfaction is not reached, the complainant and the librarian have the right to go before the Board of Trustees, which is the final authority, two weeks after the filing of the statement of objection.

E. Second Challenge

1. If the same material is challenged at a future date, the librarian and the administrator shall examine the previous decision in the light of additional viewpoints.
2. If they feel there is any significant difference in the new challenge, the committee may again review the material and re-submit the new challenge to the Superintendent or Governing Board, whomever made the previous decision regarding the challenge.

F. Elementary State Texts

1. Complaints concerning elementary state adopted textbooks are to be presented in writing to the Board of Trustees.
2. This complaint will be forwarded to the State of California, Department of Elementary Education; and copies shall be sent to all concerned parties.
3. Copies of the state evaluation of the questioned material shall be sent to the Board of Trustees and all concerned parties.

G. Guidelines for Action

1. All faculty members should be thoroughly familiar with routines established for handling challenged materials upon adoption by the Board of Trustees.
2. No one is authorized to promise to remove challenged material, regardless of the source or degree of complaint. One may promise only to review it again through established channels in the light of the objections raised, which have been presented in writing
3. All reviewers shall reconsider the material with these specific objections in mind.
4. Consideration shall be given at the earliest possible time after the incident arises.
5. All persons involved shall treat the matter objectively, and as important routine action.

6. All faculty members of the district should be informed of the decision taken, and of the reason forming the basis of the decision.
7. Disposition may be removal from use, restricted use or continuation of present use.

Supplementary Classroom Media

A. Temporary Use

Twenty copies or less per title of supplementary instructional materials to be used in pilot classroom programs may be selected by subject specialists, classroom teachers, and librarians. These materials must be used on a temporary basis with the knowledge and consent of the building principal.

B. Permanent Adoption

Should the quality and effectiveness of the material be found to be worthy of permanent use, it will be submitted for approval of the Superintendent and the Board of Education.