

SELECTION OF LIBRARY AND MEDIA MATERIALS

The Gorham School Committee recognizes that it is the primary objective of the library media centers in our schools to implement, enrich and support the educational programs of the schools. It is the duty of the library media centers 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 Gorham School Committee reaffirms the Bill of Rights for School Library Media Programs and asserts that the responsibility of the School Library Media Center is:

- 1.To provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities, and maturity levels of the students served.
- 2.To provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards.
- 3.To provide a background of information which will enable students to make intelligent judgments in their daily life.
- 4.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.
- 5.To provide materials representative of the many religious, ethnic, and cultural groups and their contribution to our American heritage.
- 6.To place principle above personal opinion and reason above prejudice in selection of materials of the highest quality in order to assure a comprehensive collection appropriate for the users of the library media center.

Library and media materials shall include all items, both print and non-print of an instructional or recreational nature, purchased for the libraries and/or media centers of the Gorham School Department.

Responsibility for Selection of Library Materials

The Gorham School Committee is legally responsible for all matters relating to the operation of the schools. The responsibility for the selection of instructional materials is delegated to the professionally trained personnel employed by the Gorham School Department.

Selection of materials for the library media centers involves many people: principals, teachers, department heads, students and community members. The responsibility for the coordination of the selection of library and media materials and the recommendation for purchase rests with the school department administration as delegated to the professionally

trained, certified library media people.

Criteria for Selections

The needs of the individual school based on knowledge of the current and the existing collection are given first consideration.

In addition, materials for purchase are considered on the following basis: overall purpose, timeliness or performance, importance of the subject matter, quality of the writing/production, readability and popular appeal, authoritativeness, reputation of the publisher/producer, reputation and significance of the author/artist/composer/producer, etc., and format and price.

Gift materials are judged by the same standards and are accepted or rejected on those standards.

Multiple copies of outstanding and much-in-demand materials are purchased as needed. Worn or missing standard items are replaced periodically. Out-of-date or no longer useful materials are withdrawn from the collection.

Procedures for Selections

In selecting the materials for purchase, the library media center personnel will evaluate the existing collection by consulting reputable, unbiased, professionally prepared selection aids and specialists from all departments and/or grade levels.

Whenever possible, purchase of non-print materials shall be done only after personal evaluation by the librarian/media specialist or other professional staff. Reviewing aids may be used in lieu of personal evaluation. Books and other print items should be purchased only if favorably reviewed in one or more of the selection aids or if they have been personally reviewed.

Challenged Materials

Despite the care taken to select materials for student and teacher use and the qualifications of the persons who select the materials, it is recognized that occasional objections may be raised by the community members, students, or school staff. However, at no time will the wishes of one child's parents to restrict his/her reading or viewing of a particular item infringe on another parent's right to permit their child to read or view the same materials.

In the event a complaint is made, the following procedures will apply:

1. The complaint shall be heard first by the person providing the materials in question.
2. The complainant shall be referred to the building principal and requested to fill out the "Request for Review of Library Materials" form. A copy of the form will be forwarded to the Superintendent of Schools.

3. The Superintendent shall appoint a committee composed of the following persons to review the complaint: one principal at the appropriate grade level, one librarian/media specialist, one classroom teacher, the department head in the subject area, if applicable, of the challenged materials, and such other members as the Superintendent deems advisable.
4. The review committee shall: read and examine the materials referred to them, check general acceptance of the materials by reading reviews, weigh values and faults against each other and form opinions based on the materials as a whole and not on passages or portions pulled out of context, meet to discuss the materials to make a decision, and to prepare a written report.
5. The report of the committee shall be forwarded to the Superintendent of Schools who will inform the complainant of the results.
6. The book or materials involved will be suspended from general use pending a decision in writing by the above committee. Appeals from their decision may be made through the Superintendent to the Gorham School Committee.

Adopted: October 29, 1980

Reviewed: May 14, 2003

REQUEST FOR REVIEW OF LIBRARY MATERIALS

Author _____ Hardcover _____ Paperback _____

Title _____

Publisher (if known) _____

Request initiated by _____

Telephone _____ Address _____

Cite _____ Zip Code _____

Complainant represents

_____ Himself

_____ (Name organization) _____

_____ (Identify other group) _____

1.To what in the book do you object? (Please be specific, cite pages.)

2.What do you feel might be the result of reading this book?

3.For what age group would you recommend this book? _____

4.Is there anything good about the book?

5.Did you read the entire book? _____ What parts? _____

6.Are you aware of the judgment of this book by literary critics?

7.What do you believe is the theme of this book?

8.What would you like the library to do about this book?

9. In its place, what book of equal literary quality would you recommend that would convey as valuable picture and perspective?

Date

Signature of Complainant