

# Palmyra Area School District

SECTION: PROGRAMS  
TITLE: RESOURCE MATERIALS  
ADOPTED: November 9, 1995  
REVISED: June 9, 2005,  
February 10, 2011

	<b>109. RESOURCE MATERIALS</b>
1. Purpose SC 803 Title 22 Sec. 5.2111	<p>The Board shall provide instructional and evaluative materials to implement the district and school educational goals and objectives.</p>
2. Definition	<p>Such materials shall include reference books, other supplementary titles, electronic resources, audio-visual materials, maps, library books, and all other instructional material.</p>
3. Objective	<p>The primary objective of the school's library media center is to provide a broad range of educational materials to enrich and support the curriculum and to meet the needs of the individual students and teachers. The professional staff should provide students with a wide range of materials of diverse appeal. Materials should be available in a variety of formats and represent varying levels of difficulty and varying points of view. In selecting materials, the selection policy outweighs personal opinion. Materials are considered for their quality and appropriateness.</p> <p>To this end, the Board reaffirms the policies of the School Library Bill of Rights adopted by the American Association of School Librarians Board of Directors, which states that the responsibility of the library media center is:</p> <ol style="list-style-type: none"><li>1. To provide a comprehensive collection of instructional materials selected in compliance with basic written selection principles, and to provide maximum accessibility to these materials.</li><li>2. To provide materials that will support the curriculum, taking into consideration the individual's needs, and the varied interests, abilities, socioeconomic backgrounds, and maturity levels of the students served.</li><li>3. To provide materials which reflect the ideas and beliefs of religious, social,</li></ol>

109. RESOURCE MATERIALS

<p>4. Responsibility</p>	<p>political, historical and ethnic groups and their contribution to American and world heritage and culture, thereby enabling students to develop an intellectual integrity in forming judgments.</p> <ol style="list-style-type: none"><li>4. To provide a written statement, approved by the local Board of Education, of the procedures for meeting the challenge of censorship of materials in school library media centers.</li><li>5. To provide qualified professional library personnel to serve teachers and students.</li></ol> <p>The Board is legally responsible for all matters relating to the operation of Palmyra Area Schools. Responsibility for the selection of all library materials is delegated to the professional librarian through the building principal. The selection process involves open opportunity for consultation with administrators, faculty, supervisors, and students. Selection is based upon evaluation</p> <ol style="list-style-type: none"><li>a. by the professional librarian</li><li>b. in professional library tools and other review media</li><li>c. by other responsible professionals.</li></ol> <p>The collection will be developed systematically ensuring global perspective, recognizing diversity, representing differing viewpoints, and presenting a well-balanced coverage of subjects and opinions. The collection will include a variety of formats (print, electronic, multimedia, etc.) and a wide range of current materials on various levels of difficulty supporting the diverse interests, learning styles, and viewpoints of the learning community.</p> <p><u>Criteria for Selection</u></p> <ol style="list-style-type: none"><li>1. Materials will support and be consistent with the district’s general educational goals and the educational goals and objectives of our individual schools and specific courses.</li><li>2. Materials will be selected to enrich and support both the curriculum and the personal needs of students and faculty, taking into consideration diverse interests, abilities, socioeconomic backgrounds, maturity levels, and students’ extracurricular interests. Materials selected should encourage an appreciation for both informational and recreational reading, viewing or listening.</li><li>3. Care will be taken to select materials of educational significance meeting standards of high quality in presentation, educational significance, aesthetic character, artistic quality, literary style, factual content, authenticity, readability, accuracy, durability, and technical production.</li><li>4. Materials will be free of stereotype and sexual bias.</li></ol>
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## 109. RESOURCE MATERIALS

5. Materials will be considered relating to their overall purpose and their direct relationship to instructional objectives and/or the curriculum. Selected materials should support needs in the content areas and be appropriate to the variety of ages, developmental stages, ability levels, and learning styles represented by the particular facility for which they are chosen.
6. Materials will be selected representing opposing points of view on controversial issues, encouraging individual analysis. Library materials concerning controversial political, social, and religious issues should inform rather than indoctrinate.
7. The literary style of a work will be appropriate and effective for the subject matter and its intended readers or viewers.
8. The value of any work must be examined as a whole. The impact of an entire work will be considered, transcending individual words, phrases, and incidents.
9. Resource sharing will be considered in purchasing decisions. Materials may be purchased or not purchased based on networking and collaborative relationships with other area collections and depending upon extent of need.
10. Materials will be purchased in a variety of formats with efforts made to incorporate emerging technology when they meet the criteria outlined above.
11. Gift materials will be evaluated by the criteria outlined above and shall be accepted or rejected in accordance with those criteria.

### Procedures for Selection

In selecting materials for purchase, the librarian will do the following:

1. Evaluate the existing collection and consults reputable, unbiased, professionally prepared selection aids, examples of which are listed below.

ALA's Award Winning book lists: Newberry, Prinz, Coretta Scott King, etc.

*ALAN Review*

*The Best in Children's Books*

*Booklist*

*Bulletin of the Center for Children's Books*

Follett Titlewave

*Horn Book*

*Library Media Connection*

*Library Journal*

## 109. RESOURCE MATERIALS

*Multimedia Schools*

*New York Times Book Review*

*Novelist*

*Publishers Weekly*

*Reference Books for School Libraries*

*School Library Journal*

VOYA

Such core collection tools as the Wilson Catalog series: *Children's Catalog*, *Junior High School Catalog*, *Senior High School Catalog*.

Other sources as appropriate

2. Strongly consider the recommendation of faculty and students.
3. Judge gift items by standard selection criteria and, upon acceptance of such items, reserve the right to incorporate into the collection only those items meeting the above criteria.
4. Purchase duplicates of extensively used material
5. Purchase replacements for worn, damaged, or missing materials basic to the collection.
6. Salespersons must have permission from the librarian before visiting the school.

### Weeding Materials

The collection of the library information center will be continually reevaluated in relation to evolving curriculum, new material formats, new instructional methods, and the current needs of its users. Materials no longer appropriate should be removed. Lost and worn materials of lasting value should be replaced. Weeding is essential to maintaining a relevant, attractive collection.

1. Materials considered for weeding include items:

- a. in poor physical condition
- b. containing obsolete subject matter
- c. no longer needed to support the curriculum or student/faculty interests
- d. superseded by more current information
- e. containing inaccurate information

2. Criteria for preserving materials include:

## 109. RESOURCE MATERIALS

- a. Materials deemed classics and appearing on standard bibliographies.
- b. Materials out of print yet still deemed useful and/or containing material which cannot be found in other sources.
- c. Materials of local history/interest.
- d. Resources which, if absent, would create an imbalance in a subject area and cause a biased representation of information.

Weeding is a continuous process; however, special attention will be taken during the annual inventory.

All weeding decisions will be made by the respective building librarian with assistance from faculty members whose knowledge of specific subject areas will be requested when deemed necessary.

### Challenged Materials

If a complaint is made, the following procedures will be used:

1. Invite the complainant to file his/her objections in writing by completing the Request for Reconsideration of Materials Form.
2. Inform the Superintendent and building principal, who will, in turn, appoint a library media committee to review the challenged material. This library media committee will consist of the building librarian, building principal, reading specialist or Language Arts department chairperson, a teacher from a content area or grade level relevant to the challenged material, and an administrator from central office.
3. The library media committee will:
  - a. Read and examine challenged material in its entirety
  - b. Take into consideration reviews of the material
  - c. Weigh values and faults against each other and form opinions based on the material as a whole and not on passages pulled out of context.
  - d. Meet to discuss material and write a recommendation report.
  - e. Forward written recommendation to the superintendent, who will take the recommendation to the school Board.
4. The complainant will be notified by the school Board regarding the challenged material.

## 109. RESOURCE MATERIALS

5. The challenged material may remain in circulation until the process is completed.

### BIBLIOGRAPHY

Doll, Carol A. and Pamela Petrick Barron. *Managing and Analyzing Your Collection: A Practical Guide for Small Libraries and School Media Centers*. Chicago: American Library Association, 2002. Print.

Stein, Barbara L. and Risa W. Brown. *Running A School Library Media Center*. 2nd ed. New York: Neal-Schuman Publishers, Inc., 2002. Print.

Valenza, Joyce Kasman. *Power Tools Recharged: 125+ Essential Forms and Presentations for Your School Library Program*. Chicago: American Library Association, 2004. Print.

Wasman, Ann M. *New Steps to Service: Common-Sense Advice for the School Library Media Specialist*. Chicago: American Library Association, 1998. Print.

This policy will be reviewed by the district librarians every five years, or at any other time when a situation mandates review.