**Peabody High School**

**Library Media Center Policies**

**Mission**

The mission of the Peabody High School Library Media Center is to foster a love of reading and learning among the student body by providing students and teachers with the necessary resources to meet this goal.

This mission will be met by selecting materials and resources that meet the following objectives/criteria as outlined in the School Library Bill of Rights:

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, literacy 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 reading and thinking.
5. To provide materials representative of the many religious, ethnic, and cultural groups and their contributions to our heritage.
6. To place principle about personal opinion and reason above prejudice in the selection of materials of the highest quality in order to assure a comprehensive collection appropriate to the users of the media center.

**Objectives for Selection**

Selection of materials is an ongoing process based on the needs of the curriculum as well as the interests and needs of the patrons served. The following criteria will be used, as they apply, in the selection process:

1. Materials will support the general educational goals of the state and district and should be consistent with the aims and objectives of the school, specific courses, and the campus improvement plan.
2. Materials should support and enrich both the curriculum and the personal needs of students and faculty while encouraging an appreciation for both informational and recreational reading, viewing, and listening.
3. Materials should meet high standards in presentation, format, readability, content, accuracy, artistic and literary quality, educational significance, and technical production/construction.
4. Materials and information should support the needs of various content areas and be appropriate for the age, social and emotional development stages, ability level, and learning styles of the students for whom they are selected.
5. Materials should represent opposing points of view on controversial issues and provide information that will encourage individual analysis and motivate students to examine their own attitudes and behavior, to understand their rights, duties, and responsibilities as citizens, and to make informed judgments in their daily lives.
6. Materials selected should be written and produced by competent and qualified authors, publishers, and/or producers.
7. Some materials may be selected based on literary excellence alone.
8. In addition to the about criteria, each genre (fiction, nonfiction, and films/recordings) will also be selected based on these specific criteria:
9. **Fiction**- effectiveness in sustaining the reader’s interest; a plausible plot; structural soundness and clarity of style; vitality and consistency in characterization.
10. **Nonfiction** – concern with subjects of significance; accuracy; sufficient scope; presentation of an informative point of view; current interest or relevance; acceptable format; effectiveness in presentation.
11. **Films/Recordings** – artistic and technical quality; value of the content for individual and group appreciation and discussion; representative of current trends in technique.

**Procedures for Selection**

1. In selecting materials for purchase for the Peabody High School Library Media Center, the school media specialist will evaluate the existing collection and the curriculum needs, consider the weeding and replacement plans, and consult reputable, professionally prepared selection aides and other appropriate sources (i.e. *School Library Journal, Booklist, Senior High School Library Catalog*, etc. as well as various other reviews provided by Titlewave.com).
2. Recommendations, suggestions, and requests for the selection of materials will be accepted from teachers, administrators, and students. Such recommendations will be given consideration but are not binding on the media specialist.
3. Gift books are accepted enthusiastically with the stipulation that they are not to be recalled by the donor at a later date. Furthermore, discretion will be left up to the media specialist as to whether or not to place these materials out for student use.
4. Selection is an ongoing process and will include the removal of materials no longer appropriate and the replacement of lost and worn materials still of educational value. This process will be guided by the policies and procedures for replacement and weeding (see “Weeding of the Collection”).
5. Following student/teacher input and review of materials, new materials will be purchased by the media specialist in accordance with library goals and funding availability.

**Prioritization of Needs**

Books and materials will be purchased according to need. Priority will be given to materials that support that goal in the following order:

1. Materials for EOC/AYP classes
2. Materials for ACT-focused classes (i.e. English, math, science, reading, writing)
3. Materials for Career/Tech. classes
4. Materials that foster student interests and promote general literacy
5. Materials that are entertaining in nature

**Selection of Controversial Materials**

The Peabody High School Library Media Center subscribes in principle to the statements of policy on library philosophy as expressed in the American Library Association’s Library Bill of Rights. As such, materials on controversial topics as well as materials containing controversial language may be included in the media center if they are recommended in professional and commercial reviewing journals, meets the evaluation criteria listed above, are relevant to the curriculum, and/or are consistent with the educational philosophy of the school district. Materials and information will be selected for their strengths rather than their weaknesses.

**Closed Stacks**

If the media specialist feels that for any reason any materials might best be suited for use upon request only, it will be his/her prerogative to place these materials on closed stacks, which will then be accessible at the discretion of the media specialist, and/or upon request by a student for such materials. Such closed stacks specifically apply to valuable books, reference books, or books censored for any reason.

**Library Restriction**

If a parent/guardian wishes to place their child on library restriction, then they must notify the library media specialist in writing that they wish to place their student on library restriction. That student will then not be allowed to check out materials through the library without written consent from their parent/guardian. This will allow the parent/guardian to be in control of the materials to which their student is exposed. Library restriction only applies to the general library and not materials selected by teachers for instructional purposes.

**Weeding of the Collection – Policies and Procedures**

**Policies:**

The book collection should be weeded yearly to prevent this process from being an overwhelming task as well as to insure that books are in good condition and still useful to the patrons. Discarding or weeding of any materials will be done on the basis of the following criteria:

1. Superseded editions if not needed for historical collections
2. Duplicates of periodicals
3. Shabby, worn books
4. Books/AV materials obsolete in content, style , theme
5. Monthly periodicals over 5 years old
6. Periodicals not useful for scholarly research

**Subjective Weeding**

Books may be weeded based on the following other criteria:

1. Poor physical shape (torn or missing pages, ragged binding, etc.).
2. Poor content (out of date, poor writing, inaccurate information, inappropriate content).
3. Inappropriate for high school collection (not circulated or used, unneeded duplicates, interest/reading level inappropriate, change in curriculum requirements or standards).

**Circulation of Materials to Various Groups**

**Students** – Students are allowed to check out a maximum of two books at a time for a two week (14 days) period. Failure to turn in books by the due date will result in a fine. The fine amount will not exceed the cost of the book itself. Students will not be allowed to check out AV materials.

**Teachers** – Teachers are allowed to check out materials (books, AV materials, etc.) as needed for a two-week period. Overdue items will not be assessed a late fine, but teachers are encouraged to be respectful of others who might need these resources.

**Challenged Materials and Reconsideration**

Any resident or employee of the school district may formally challenge materials used in the Peabody High School Library Media Center on the basis of appropriateness. This procedure is for the purpose of considering opinions of those persons in the schools and the community who are not directly involved in the selection process. The steps will be as follows to handle both an informal and formal challenge:

**Informal Reconsideration:**

Once a complaint is received, every attempt will be made initially to resolve the matter informally using the following procedures:

1. The selection process, criteria for selection, and the qualifications of the professional staff who selected the material will be explained.
2. The role the questioned material plays in the educational program, its intended usefulness, and any additional information will be explained.
3. If possible, another resource will be offered for the student in place of the challenged material.
4. The complainant will be informed of the formal process for challenging materials
5. If the complainant wishes to make a formal challenge, the principal will provide a copy of this policy and a Request for Reconsideration of Instructional Materials form.

**Formal Reconsideration:**

Formal challenges will be completed and signed by the complainant on the Request for Reconsideration of Instructional Materials form. This form will then be submitted to the principal who will form a reconsideration committee made up of an administrator, the guidance counselor, a member of the English/Reading staff, the superintendent, and the media specialist. Members will then review the challenged material in its entirety, determine whether the challenged material meets the principles of the selection policy, and prepare a written report that will be provided to the principal, the superintendent, and the complainant. Retention or withdrawal will be mandated by the school board.