

2362 MEDIA CENTER/LIBRARY

The district's media centers shall contain a wide range of materials on all levels of difficulty, appealing to diverse tastes, and presenting different points of view. Every student shall have access to a media collection containing materials appropriate to age level, interests and courses of study.

The Superintendent has final responsibility for the selection of media center materials by professionally trained personnel - media specialists, teachers, Principals and supervisors. Requests from faculty and students shall be given consideration.

In selecting materials to recommend for purchase, the media specialist shall evaluate the existing collection and consult reputable, unbiased, professionally prepared selection aids, and specialists from all departments and/or all grade levels as well as from their own professional organizations.

In addition to standard book materials, the Board shall provide for the use of a full range of technology to enhance the curriculum.

The media centers shall offer a continuous program of instruction in library and study skills, as well as technology instruction and integration, preparing students for independent use of learning resources and for development of reading, listening and viewing abilities and tastes.

The Superintendent shall develop and present for Board approval a media center/library program to provide necessary space, personnel, technology and materials to implement this policy.

Guidelines for the Evaluation and Selection of Media Center Materials

The West Milford Township Board of Education, in an effort to clearly set forth its philosophy and goals in regard to media center materials sets forth the following policies related to the selection and evaluations of media center materials.

A. Selection of Materials

1. Media specialists shall select materials that are keyed to young people's interest and needs and will open up possibilities in cultural, special and economic fields. In this task, the media specialists will be aided by suggestions from administrators, teachers, students and parent(s) or legal guardian(s). The media specialists shall follow generally accepted professional guidelines for selection of materials and utilize standard library selection aids to include: reviews, recommended lists, previewing, and standard bibliographic tools.



2. The collection should be balanced to meet the requirements of the various curricular areas and provide for the diverse learning skills of individuals representing all levels and types of ability.
3. Materials included should inspire and meet the personal (educational, recreational and informational) interests and needs of students and faculty.
4. The media collection should be rich in breadth and depth, in the subjects covered, in the types of material included, and in the forms of expression represented.
5. There shall be the fullest practical provision of material presenting all points of view concerning the problems and issues of our times; international, national, local and social. No book or other material shall be removed from library shelves because of partisan doctrinal approval or disapproval. No book shall be excluded because of the race, nationality, political, or religious views of the writer.

Each book or material should be considered as a whole; an isolated incident or an unsavory word should not be taken out of context.

B. Donation of Materials

All materials offered to the media centers as gifts must meet the same selection standards as those bought with school Board funds. In accepting gift books or periodicals, the Building Principal reserves the right to dispose of material not suitable for the collection. Generally, unacceptable items would be:

1. Materials whose content was inappropriate to the maturity level of the student body or inconsistent with standards of accuracy, fairness and literary quality;
2. Materials whose poor physical condition does not warrant the expense of processing it for circulation;
3. Outdated materials and those of insufficient research or circulating value; and
4. Unnecessary duplication of materials in existing collection.

C. Evaluation of Materials

In order to maintain a current collection of high quality materials, it is necessary to systematically remove and delete those materials which are worn, outdated, biased, inappropriate or superseded by new materials. Usually, library materials that have not circulated for a period of five years are deleted from the collection.



D. Affirmative Action Compliance (Title IX/Title VI)

In order to comply with the intent and spirit of Title IX and Title VI, the following policies shall be instituted in all school media centers:

1. Print and Non-print Material Selection and Acquisition

All media specialists will attempt to assure a quality collection which will eliminate discrimination and promote understanding and mutual respect between students of different races, color, creeds, religions, sexes, ancestries, national origins or social and economic status in all future acquisitions.

2. Existing Collections

There will be an ongoing reevaluation of the print and non-print materials now on our shelves in an attempt to eliminate examples of gross bias. Faculty and student input will be solicited in this process.

3. Communication

Media specialists will attempt to promote open lines of communication between administrators, teachers, students and themselves concerning ways to:

- a. Increase awareness of how the schools inadvertently reinforce sex roles and minority stereotyping and how this can be avoided; and
- b. Act as a resource in helping teachers develop strategies of implementing non-sexist and non-racist (anti-stereotyping) education within the district.

E. Challenged Materials

The Superintendent of Schools shall develop a procedure to provide for the receipt of a challenge concerning media center materials used in the schools. Such a complaint shall be made in writing.

A complaint procedure shall be implemented within the following guidelines:

1. Complaints, when filed with the Building Principal, will be referred to a Committee for the Reevaluation of Instructional Materials which shall be composed of the following: the Building Principal (Chairperson), a supervisor, a building teacher, the media specialist, a reading teacher and a representative of the central administration.



2. The material shall be considered by the committee within the framework of the Board's selection guidelines contained within this policy. The committee shall provide an opportunity for the complainant to have a hearing with the committee if he/she so desires. The Superintendent, Principal involved, and complainant shall receive a written report of the decision of the committee.
3. If the complainant is not satisfied, the Building Principal shall suggest that he/she make a request to appeal to the Superintendent of Schools.
4. If the complainant is still not satisfied, the Superintendent shall suggest that he/she file a request to appeal to the Board of Education within thirty calendar days after the Superintendent's decision.

Adopted: 25 April 2012

