

MEDIA SELECTION POLICY

A. Objectives of Selection

1. The primary objective of the school's education media center is to implement, enrich and support the educational program of the school. It is the duty of the center to provide a wide range of materials on all levels of difficulty, with diversity of appeal, and the presentation of different points of view.
2. to this end the Arlington Local Board of Education reaffirms the objectives of the Standards for School Media Programs, prepared jointly in 1969 by the American Association of School Librarians and the Department of Audio-Visual Instruction, and asserts that the responsibility of the library media center is:
 - a. to provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities and maturity levels of pupils served;
 - b. to provide materials that will stimulate growth in factual knowledge literary appreciation, aesthetic values, and ethical standards;
 - c. to provide a background of information which will enable pupils to make intelligent judgments in their daily life;
 - d. 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;
 - e. to provide materials representative of the many religious, ethnic, and cultural groups and their contributions to our American heritage; and
 - f. to place principle above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to assure a comprehensive collection appropriate for the users of the library media center,.

B. Responsibility For Selection Of Materials

1. The Arlington Local Board of Education is legally responsible for all matters relating to the operation of Arlington School.
2. The responsibility for the selection of instructional materials is delegated to the professionally trained personnel employed by the school system.
3. Selection of materials involves many people; administrators, teachers, supervisors, and librarians. The responsibility for coordinating the selection of instructional materials and making the recommendation for purchase rests with the professionally trained personnel.

C. Criteria For Selection Of Instructional Materials

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

2. Materials for purchase are considered on the basis of the following criteria:
 - a. Materials are essential and appropriate for development of the subject.
 - b. Materials are factually accurate and objective in presentation.
 - c. Materials are contributing to literary appreciation or have aesthetic value.
 - d. Materials are selected because of the content and emphasis on the entire work.
 - e. Authors are competent and qualified in the field.
 - f. Materials on controversial issues are represented by both sides of the issue in an objective way.
 - g. The language in any book or other material shall not be used as the sole basis for either selecting or rejecting a book.
 - h. Materials will not be excluded from the collection or classroom on the basis of race, nationality, religious or political views of the author. Neither will propaganda publications be excluded when the publisher's or author's identity is clearly indicated and/or purpose stated.
 - i. Periodicals, newspapers, and pamphlets will be acquired on the basis of the presentation of factual information, timely or current interest, different points of view, value in reference use, and the accessibility of contents through indexing and price.
 - j. Requests from faculty and pupils are given consideration.

D. Procedure For Selection

1. In selecting materials for purchase, the librarian evaluates the existing collection and consults reputable, unbiased, professionally prepared selection aids, specialists from all departments and/or all grade levels.
2. In specific areas the librarian follows these procedures:
 - a. Gift materials are judged by basic selection standards, and are accepted or rejected by these standards.
 - b. Multiple items of outstanding and much in demand media are purchased as needed.
 - c. Worn or missing standard items are replaced periodically.
 - d. Out-of-date or no longer useful materials are withdrawn from the collection.
 - e. Sets of materials and materials acquired by subscription are examined carefully, and are purchased only to fill a definite need.

E. Challenged Materials

1. Occasional objections to a selection will be made by the public, despite the care taken to select valuable materials for pupil and teacher use and the qualifications of persons who select the materials.
2. The principles of freedom to read and of the professional responsibility of the staff must be defended rather than the materials.
3. If a complaint is made, the procedures are as follows:
 - a. Be courteous, but make no commitments.
 - b. Invite the complainant to file his objections in writing and offer to send him a prepared questionnaire such as the one prepared by the National Council of Teachers of English, so that he may submit a formal complaint to the media committee.
 - c. Temporarily withdraw the material pending a decision of the media committee.
 - d. Inform the Superintendent.
4. The Media Committee will:
 - a. Read and examine materials referred to it.
 - b. Check general acceptance of the materials by reading reviews.
 - 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 the material and to prepare a report on it.
 - e. File a copy of the report in the school and central offices.

LEGAL REFS.: ORC 3329.05; 3329.07
State Board of Education Minimum Standards 3301-35-03

CROSS REF.: KLB, Public Complaints About the Curriculum or Instructional materials