

EASTCHESTER SCHOOL DISTRICT LIBRARIES

MISSION STATEMENT

The mission of the Eastchester School District Library Program is to support the literacy goals of the district and to ensure that all members of the school community are effective users of ideas and information.

The school libraries support and enhance the curriculum and provide our students and faculty with the materials and assistance they need to help them gain knowledge, broaden their lives, fulfill their intellectual and educational needs, and develop individual interests.

COLLECTION DEVELOPMENT

The Eastchester Union Free School District librarians provide a broad range of materials to enrich and support the curriculum and to meet the needs and interests of the students and teachers. Materials should be available in a variety of formats, represent varying levels of difficulty, and demonstrate diverse points of view.

RESPONSIBILITY

1. Responsibility for the selection of all library materials is delegated to the certified librarians who will consult professional library resources. The selection process involves open opportunity for consultation with administrators, faculty, and students.
2. When selecting materials, librarians are guided by the principles incorporated in the Library Bill of Rights, the Freedom to Read Statement, standards adopted by the American Association of School Librarians, and the New York State Department of Education Learning Standards.
3. The collection will be developed to ensure global perspectives, recognize diversity, represent differing viewpoints, and present a well-balanced coverage of subjects and opinions. The collection will include a variety of formats and a wide range of current materials at various levels of difficulty supporting the curriculum, as well as the diverse interests, learning styles, and viewpoints of our learning community.

SELECTION POLICY

CRITERIA FOR SELECTION

1. Materials should be selected to enrich and support the curriculum, needs, and interests of our students and faculty, taking into consideration diverse interests, abilities, socioeconomic backgrounds, cultures, and maturity levels. Materials selected should encourage an appreciation for both informational and recreational reading, viewing, and/or listening.
2. Materials should be free of stereotype and sexual bias.
3. Materials should 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.
4. 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 events.
5. Materials will be purchased in a variety of formats.
6. Gift materials will be evaluated by the criteria outlined above and shall be accepted or rejected at the discretion of the librarian.

PROCEDURES FOR SELECTION

Librarians will do the following:

1. Review current curriculum needs.
2. Solicit suggestions from faculty and students.
3. Use reputable, unbiased, professionally prepared selection aids such as:
 - ALA's Award Winning book lists: Newbery, Printz, Coretta Scott King, etc.
 - Book Links
 - Booklist
 - Bulletin of the Center for Children's Books
 - Horn Book
 - New York Times Book Review
 - School Library Journal.

WEEDING

Weeding is essential to maintaining a relevant, attractive collection. The library collection will be continually reevaluated in relation to evolving curriculum, new materials, new instructional methods, and the current needs and interests of our users. Materials no longer appropriate will be removed, and lost and worn materials of lasting value will be replaced at the discretion of the certified librarian. Materials considered for weeding should include items:

- in poor physical condition
- containing obsolete or inaccurate information
- no longer needed to support the curriculum or student/faculty interests
- superseded by more current information

PROCEDURE FOR CHALLENGED MATERIALS

The following procedures will be followed when a citizen challenges the appropriateness of an item in the collection:

1. The librarian will make a record of the complainant's name and title of material and give complainant a copy of the selection policy. Librarian will review the item in question and respond to the complainant.
2. If complainant wants to pursue further action, complainant will be asked to complete a Citizen Request for Challenge of Materials. This form will be returned to the librarian and will then be forwarded to the building principal and Assistant Superintendent for Curriculum and Instruction.
3. The Citizen Request will then be forwarded to a library review committee, appointed by the Assistant Superintendent for Curriculum and Instruction. The Library Review Committee will include at least two certified district librarians.
4. A meeting of the library review committee will be scheduled in a timely fashion upon receipt of the Citizen request.
5. Material will be judged by the committee as to its conformance with the criteria for selection listed in the district's selection policy.
6. The written decision of the committee will be forwarded to the Assistant Superintendent for Curriculum and Instruction, who will inform the Board of Education, building principal, librarian, and complainant of the committee's decision.
7. If the complainant is dissatisfied with the decision, an appeal may be submitted to the Superintendent within one week for a review by the Board of Education, who will render a final decision as to the appropriateness of the materials in question.
8. Challenged materials will remain in circulation until the process is completed.

Citizen Request for Challenge of Materials

Initiated by (name)

Phone number:

Address

Group affiliation (if any)

Have you discussed your objections with the principal, librarian, or a teacher? Yes No

Please list staff members with whom you have spoken.

Material in question

Author

Title

Publisher

Copyright date

Format book periodical DVD film other (please specify)

Please respond to the following questions. If you need more space, please attach additional pages.

1. How did you become aware of this material?

2. Did you read/hear/view/examine the entire work? Yes No

3. If not, which part did you read or view?

4. Specifically what part of the work did you find objectionable? (Please cite specific passages, pages, sections, etc.)

5. For what age group(s) would you recommend this material?

6. Have you read our district's Material Selection Policy? Yes No

7. What do you believe is the theme or purpose of the work?

8. Could you find any value in the work? (Please describe.)

9. Are you aware of any professional reviews of the work? (Please list.)

10. What would you suggest the library do about the material?

11. What material of equal value would you recommend to convey a similar picture or perspective?

Signature:

Date:

Received by:

Date: