

SECTION V

MEDIA CENTER

V-A. MEDIA CENTER SELECTION POLICY

The Hamlin Library provides a wide range of materials on all levels of difficulty, with diversity of appeal and representation of different points of view. The greatest responsibility of the Library Media Center is its service to the students, staff and community. Through the use of the library the students will learn the procedures for locating and evaluating information in the problem solving/decision-making process. Students will develop an appreciation and respect for everyone's right to information.

The Library Media Center will provide additional materials to attract students to reading as a source of pleasure in addition to needed subject content. In accordance with the above philosophy, the Hamlin School Board endorses the American Library Association's School Library Bill of Rights for school library media programs.

V-B. OBJECTIVES OF SELECTION

1. To provide materials that will enrich and support the curriculum and personal needs of the users, taking into consideration their varied interests, abilities, and learning styles. The instructional level will be attempted to be maintained in the non-fiction materials.
2. To provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards.
3. To provide a background of information which will enable students to make intelligent judgments in their daily lives.
4. To provide materials on opposing viewpoints of controversial issues so that users may develop under guidance and practice of critical analysis.
5. To provide materials that realistically represent our pluralistic society and reflect the contributions made by these groups and individuals to our American heritage.
6. To place principle above personal opinion and reason above prejudice in the selection of materials of the highest quality at the most reasonable cost in order to assure a comprehensive media collection appropriate for the users.

V-C. ADMINISTRATION OF SELECTION

Although the Hamlin School Board is legally responsible for the operation of the school, the responsibility for the selection of the library materials is delegated to the Media Specialist.

All materials are selected for purchase by the school Media Specialist. The Media Specialist will evaluate the existing collection, assess needs, examine materials, and consult professional selection aids. Recommendations for acquisition will be solicited from staff and students. Selections are forwarded to the office of the building principal and the superintendent for approval.

V-D. CRITERIA FOR SELECTION

Fiction Criteria. Fiction has assumed an important role as an educational medium. The sound treatment of significant historical, social, personal problems in books of fiction can contribute to the understanding of human problems and relations. Fiction is acquired to supplement areas of the curriculum and to encourage and develop the reading interests of students.

The following factors should be considered when selecting fiction materials:

1. Author's reputation and significance as a writer.
2. Importance of subject matter to this collection.
3. Availability of material from other sources.
4. Timeliness or permanence of book.
5. Authoritative.
6. Legibility.
7. Price.

Non-fiction Criteria. Instructional materials should be selected on the basis of:

1. Appropriateness of medium.
2. Varying levels of difficulty.
3. Student interests.
4. Curriculum needs.
5. Representation of varying points of view.

Other non-fiction criteria. Instructional materials should be selected on the basis of:

1. Accuracy of information.
2. Recentness of date.
3. Depth of coverage.
4. Special features.

Non-print criteria. Technical materials should:

1. Be of acceptable technical quality, clear narration and sound, synchronized pictures and sound.
2. Be typographically well-balance.
3. Adhere to criteria for non-fiction materials.

Materials should be previewed before purchased whenever possible.

The selection process should provide for the consideration of requests from students, staff, administrators, and community.

V-E. BASIC SELECTION AIDS

Selection aids used in determining usefulness in a school media center are:

1. School Library Journal reviews.
2. Book Report.
3. Booklist.
4. Hornbook.
5. Other sources if necessary.

V-F. GIFTS

The Hamlin School Media Center is grateful for gifts and contributions. However, in accepting a gift, the following stipulation is applied: the media center reserves the right of deciding whether a book or other gift, should be added to its collection. Often the items contributed to the media center cannot be used to the fullest advantage because the material is:

1. A duplicate of an item the media center already owns.
2. Out-dated, but not of historical value.
3. In poor physical condition resulting in an unjustified processing expense.
4. Other than will benefit the school curriculum.

Whenever a group or organization wishes to donate materials that are representative of its goals and objectives, the media center will accommodate the donor's wishes by accepting the books. However if the material is not integrated into the collection, the donor will be notified and may reclaim the material.

Gifts of money will be used in one of the following manners:

1. Donor's request.
2. Special or more expensive materials which would not otherwise be purchased.
3. Addition of materials to the school curriculum.
4. Addition of materials to the media center in general.

All gifts or materials purchased with gift money will contain the donor's name on a sticker.

V-G. REVIEWING THE COLLECTION

Inventory and systematic review of materials in the media center collection are essential for the growth and development of the collection. Materials may be considered obsolete by the virtue of age or physical condition. Removal of outdated or useless materials provides space for new and pertinent items. The same criteria will be use in the weeding process as is used in the selection process.

The Media Specialist will do weeding.

Criteria used in the weeding process:

1. Out-dated, but not of historical value.
2. Duplicate copies.
3. In poor physical condition such that it would be more costly to mend than replace.

All discarded material will be marked with a stamp bearing the word "Discarded".

All material to be discarded will be disposed of in one of the following manners:

1. Individuals may choose from the discarded materials.
2. It may be placed in the trash.
3. It may be donated to any group, organization, or other library.

V-H. CENSORSHIP AND CONTROVERSIAL MATERIALS

Religion. Factual, unbiased materials which represent all major religions should be included in the media center collection.

Ideologies. The media center should, without making any effort to sway the reader's judgment, make available basic factual information of the level of its reader.

Sex Education. The media specialist should subject materials presenting information on sex to test of literary merit and reality, and take into consideration the majority of the media center's users. While the media specialist would not in any case include the sensational or over-dramatic, the fact of sexual incidents appearing should not automatically disqualify any material. The decision should be made on the basis of whether the selection presents accurate information.

Profanity. The fact that profanity appears in material will not automatically disqualify a selection. Care will be taken to exclude materials using profanity in a lewd or detrimental attitude. The media specialist will also take into consideration the majority of the media center's users.

Science. Medical and scientific knowledge should be made available without any biased selection of facts. It is important to keep materials of this nature up to date and current.

Prejudice. No materials shall be excluded from the collection because of racial content. Materials should be made available without any biased selection according to race, color, creed, or sex. Consideration must be made to the time period during which the material was written.

Internet. The use of the Internet will be governed by the Internet policy code written in the Hamlin Student Handbook. Failure to comply with the code may result in disciplinary action as outlined in the code.

Care must be taken in all of these areas to not take words or phrases or ideas out of context.

V-I. RECONSIDERATION OF MEDIA CENTER MATERIAL

Any person has the right to object to material in the Media Center. However, the objection will be considered formally only if the proper steps are taken, as follows:

1. The school official or staff member initially receiving a complaint shall explain to the complainant the school's policy for reconsideration of materials,
2. The complainant shall complete the "Request for Reconsideration of Media Center Material" form and submit it to the Media Specialist.
3. The media specialist will review the complaint, and the material in question will be subjected to the "Criteria for Selection" guidelines outlined in this

- policy. After such consideration, the material will either be removed from the collection, or left in the collection, as the Media Specialist decides.
4. If the complainant is still dissatisfied, all of the material will be reviewed by a panel consisting of a building principal, building teacher, the media specialist, a member of the community selected by the School board, and a member of the School Board. The committee will make a decision using the same criteria as mentioned in #3 above. The material will either remain in the collection, as decided by a majority of the committee.
 5. If the complainant requests further action, the School Board shall deal with this. The media specialist should be involved in this step to explain any previous decisions and actions.
 6. All reasons for the final decision shall be discussed with the complainant.

No material may be removed from any of the media center collections by persons other than the qualified media specialist.

REQUEST FOR RECONSIDERATION OF LIBRARY MATERIAL

Author _____

Title _____

Publisher (if known) _____

Request initiated by _____

Address _____ Phone _____

City _____ State _____ Zip _____

Complainant represents:

_____ Him/her self

_____ Name of organization _____

_____ Other _____

1. To what in the material do you object? (Please be specific, site pages.) _____

2. For what age group would you this material? _____

3. Is there anything good about the material? _____

4. Did you read the entire material? _____ What parts? _____

5. Are you aware of the judgment of this material by literary critics? _____

6. What do you believe is the theme of this material? _____

7. What would you like the media center/school to do about this material?

_____ Do not assign/lend it to my child.

_____ Return it to the media specialist for reevaluation.

_____ Other Explain _____

8. In its place, what material of equal quality would you recommend that would convey as valuable a picture and perspective of the subject treated? _____

Signature of complainant: _____

V-J. CIRCULATION POLICY

All books except Reference may be check out for a three-week period of time.

Back issues of periodicals may be checked out of the library for a three-week period of time.

V-K. OVERDUE POLICY

Books that are not returned on time will have a one-week grace period. Fines will be assessed at the rate of 5 cents per day that school is in session. If the materials are not returned and the fine paid after two more weeks students shall be banned from the library for their recreational needs. They may accompany their class to the library for group projects.

V-L. DISCIPLINE POLICY

Since the library is a place for study, research, and recreational reading there are some behaviors that would not be conducive to that atmosphere.

There should be no loud talking.

If a student chooses to be disruptive in the library the student will be asked to return to their class or study hall.

Students (except seniors) must have a pass to come to the library from their study hall or classroom teacher.

AMENDMENTS ADOPTED 6-10-02

V-M. LIBRARY BILL OF RIGHTS

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

1. Books and other library resources should be provided for in interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of origin, background, or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs of affiliations of individuals or groups requesting their use.

V-N. STATEMENT OF LABELING

An Interpretation of the "Library Bill of Rights"

Because labeling violates the spirit of the "Library Bill of Rights", the American Library Association opposes the technique of labeling as a means of predisposing readers against library materials for the following reasons:

1. Labeling is an attempt to prejudice the reader, and as such it is a censor's tool.
2. Although some find it easy and even proper, according to their ethics, to establish criteria for judging publications justice and enlightenment result from such practices, and establishment of such criteria.
3. Libraries do not advocate the ideas found in their collection. The presence of a magazine or book in a library does not indicate an endorsement of its contents by the library.
4. No one person should tackle the responsibility of labeling publication. No sizeable group of persons would be likely to agree either on types of material which should be labeled or the sources of information which should be regarded with suspicion. As a practical consideration, a librarian who labels a book or magazine might be sued for libel.

V-O. LIBRARIAN FORMAL EVALUATION REPORT

HAMLIN SCHOOL DISTRICT #28-3
LIBRARIAN FORMAL EVALUATION REPORT

CONFIDENTIAL

LIBRARIAN _____

DATE _____

POSITION/ASSIGNMENT _____

ANNUAL REVIEW _____

COMPREHENSIVE REVIEW _____

AREA OF EVALUATION

	Satisfactory	Needs Improvement	Unsatisfactory	Not Observed
A. ADMINISTRATIVE RESPONSIBILITIES				
1. Develops system for circulation of materials.				
2. Trains and supervises Library Aides				
3. Keeps records of materials used.				
4. Plans, Desgins, and Organizes the Library so it is Effective Learning Resource Center.				
5. Selects materials which support the Curriculum and Provides for the needs and interest of the Students.				
6. Maintains Records and Inventory of Material Ordered.				
7. Supervises Check-in, Stamping, Labeling, Filing, and other Tasks Associated with Running an Effective Library.				
8. Maintains Awareness of Trends in Educational Media and New Technology				

B. EDUCATIONAL RESPONSIBILITIES	Satisfactory	Needs Improvement	Unsatisfactory	Not Observed
1. Assists Students with Library Resources.				
2. Assists Students and Staff with Inter-Library Loan Services and SD State Library.				
3. Assist Students and Staff in finding.				
4. Assist Students and Staff in Regard to Reference Questions.				
5. Assist Staff in Purchase of Materials for Professional Library.				
6. Teaches Students Responsibility in Care of Materials, Equipment, and Environment.				
7. Teaches Specific Library Media Skills to students.				
8. Teaches Effective use of Library Media Resources.				

C. PERSONAL & PROFESSIONAL	Satisfactory	Needs Improvement	Unsatisfactory	Not Observed
1. Personal Appearance and Manner				
2. Emotional Stability				
3. Reliability				
4. Staff Relations				
5. Parent Relations				
6. Teaching Techniques				
7. Classroom Environment				
8. Pupil Growth				
9. Pupil Control				
10. Professional Qualities				

1. STAFF MEMBER'S STATED LESSON/TASK OBJECTIVE:

2. EVALUATOR'S FORMAL OBSERVATION REPORT:

3. EVALUATIVE COMMENTS AND CONCLUSION:

4. SUGGESTIONS OR RECOMMENDATIONS:

DISTRIBUTION:

Original to Superintendent
Second copy to Evaluatee
Third copy to Office File

~~~~~  
\_\_\_\_\_  
EVALUATOR

\_\_\_\_\_  
DATE

\_\_\_\_\_  
STAFF MEMBER'S SIGNATURE  
(EVALUATEE)

\_\_\_\_\_  
DATE

(3/14/94)