

ASHEVILLE SCHOOL LIBRARY POLICY MANUAL



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POLICY FOR RESPONDING TO CHALLENGED MATERIALS

Despite the care taken by qualified persons to select appropriate and valuable materials, occasional objections to a selection are made.

An individual wishing to challenge library material should first meet with the Head Librarian and make any objections known. At this meeting, the Head Librarian will provide an explanation of selection procedures.

If further action is needed, a formal complaint should be submitted in writing by the complainant to the Associate Head of School. At this time the Head Librarian will evaluate the purchase or acceptance of the material and submit a written report to the Associate Head of School.

If a formal complaint is made, the Head Librarian shall advise the complainant to arrange a conference with the Associate Head of School. It is the complainant's responsibility to arrange a conference with the Associate Head of School.

Upon receipt of the written complaint and the Head Librarian's report, the Associate Head of School shall:

- Read, view or listen to the material.
- Check general acceptance of the material by reading reviews and recommended lists.
- Determine the extent to which the material supports the curriculum or otherwise meets the needs of the community.
- Make a recommendation to the Head Librarian on removal, retention, or replacement.
- Notify the complainant of the decision.

If further action is necessary, the complainant may arrange a meeting with the Head of School.

If the action continues, it will be reported to the ALA Office of Intellectual Freedom. If external advice is needed, it shall be sought from this office at that time.

LIBRARY COLLECTION DEVELOPMENT POLICY

MISSION STATEMENT: The Asheville School's Library mission is to provide all students with the vision, skills and knowledge necessary to maximize their individual potential. Central to this accomplishment is the collaboration among all shareholders and disciplines so that students can become contributing members of society and appreciate that learning is a life-long process. The Library Media Program is inextricably part of the learning process. Instructional materials used in the classroom environment and the collections in the school library provide a wide range of materials on all levels of difficulty, with diversity of appeal and the presentation of different points of view. The materials are provided for students, teachers, administrators and members of the community.

RESPONSIBILITY: Responsibility for the purchase of all library materials is vested in the Head Librarian with input from faculty, administrators, and colleagues. The selection and acquisition of materials reflect the thought and consideration of trained professionals and community values and needs. Therefore, the Head Librarian in cooperation and consultation with the administration, faculty, student body shall select materials in meeting the curriculum and informational and reading (enjoyment) needs of its users.

PRINCIPLES OF SELECTION: All materials selected shall be consistent with the stated principles of selection, which apply to all instructional, and library materials. Additionally, in maintaining and augmenting instructional materials and school library media collections, persons responsible for selection of materials shall strive to meet the needs of users based on knowledge of the curriculum and to provide a wide range of materials with diversity of appeal and different points of view.

To maintain a current and highly usable collection of materials, library staff shall provide for continuing renewal of the collection and technologies, not only by addition of up-to-date materials, but by the judicious elimination of materials which no longer meet needs or serve a useful purpose.

Gifts to the school or the library may be accepted if they meet the criteria established for the selection of all instructional materials.

DOCUMENTS SUBSCRIBED TO: In the selection of instructional and library materials, the library subscribes to the guidelines set forth in the following documents, copies of which are available for reference at each school library:

- A. ALA Council – Library Bill of Rights Interpretation – “Statement of Labeling”
- B. American Association of School Librarians – “School Library Bill of Rights”
- C. National Council of Teachers of English – “The Students’ Right to Read”
- D. ALA and Association of American Publishers – “Freedom to Read”
- E. RSA Documents – Freedom to view, confidentiality of Library Records (cites RSA)
- F. Access to Resources in a School Library Media Program

TYPES OF MATERIALS COVERED: Both print and non-print materials will be considered in the process of selection. Printed materials shall include books, both hardbound and paperback, periodical and serial titles, pamphlets and newspapers. Non-print materials shall include (but not limited to) various audiovisual formats (DVD), electronic databases, web-based resources, and maps.

CRITERIA OF CHOICE: Materials will be judged by standards appropriate to their purpose and nature. The major criterion used for the selection of resources is the educational suitability of the resource for its intended use. The following additional criteria will be used as guides in applying the standards of choice of materials.

I. **PHILOSOPHY & GOALS** Resources under consideration shall be examined to ensure they support and are consistent with the educational goals of the school and courses. Also, in selecting materials, the library staff, in cooperation with users shall evaluate the existing collection and consult selection sources.

II. USER CHARACTERISTICS Resources are selected which are appropriate for the age and emotional development, levels of ability, learning styles and social development of the students and other school community users.

III. CONTENT

- *authoritativeness*
- *reputation and significance of author, editor, producer, etc.*
- *scope and overall purpose*
- *literary quality (readability and popular appeal)*
- *reputation of publisher/producer*
- *appearance of title in bibliographies, indexes or recommended lists*

- *physical characteristics and durability*
- *format and price*

SPECIAL SELECTION CONSIDERATIONS:

Gift Materials: Gift materials will be judged by basic selection standards and will be accepted or rejected by these standards.

Duplicate Materials: Multiple items of outstanding and much in demand materials will be acquired as needed.

Standard titles that are worn or missing from the collection will be replaced periodically.

Out-of-date materials or materials no longer suited to the curriculum needs will be withdrawn from the collection

Multi-Volume Material: Sets of materials and those purchased through subscription services are carefully examined and are acquired only to serve a definite need.

ACQUISITIONS: Curriculum needs and user interests govern the acquisition of resources. The primary purpose of acquisitions is to meet user needs and interests in a timely and cost-effective way. In addition to traditional print and non-print resources, consideration for acquisitions will include network or database membership fees, on-line costs, site licenses, document delivery and telecommunications charges.

Whenever possible, resources are previewed and evaluated before acquisition. The acquisition of resources is a collaborative effort involving all those responsible for student learning as well as the students themselves.

MAINTENANCE/DESELECTION: Instructional resource and library media collections are driven by needs of the curriculum and the recreational interests of its users. Curriculum and user needs are constantly changing. Therefore, maintenance and deselection is an ongoing process for the instructional resource and library media collections to be effective and up-to-date.

Maintenance and deselection are collaborative efforts between library staff and teaching faculty. Physically worn resources, which are still current, are rebound or replaced depending upon the condition of the resource. All efforts will be made to recycle resources that are no longer appropriate to the curriculum or the collection.