

**Carlisle Public Schools**

**Library Selection Policy**

**Policy # 04.03.2001**

**Adopted December 4, 2001**

**Revised June 7, 2006, March 10, 2010, June 17, 2015**

**Part 1: Selection of Library Resources**

**I. Statement of Policy** The policy of the Carlisle Public School Library is to provide a diverse collection of print and non-print resources to support the interests, curriculum, and learning needs of the Carlisle School community.

**II. Objectives of Selection**

A. For the purposes of this statement of policy, the term “library resources” will refer to any print or electronic items, person(s) or any material with instructional content or function that is used for formal or informal teaching/learning purposes. Library resources may include but are not limited to: print and electronic or online resources, textbooks, other supplementary reading and informational books, e-books, periodicals, maps and charts, community resource people, agencies and organizations, videos/DVDs.

B. The primary objective of library resources is to support, enrich, and help implement the educational program of the school through the collaboration of professional personnel and other members of the school community.

C. To this end, the School Committee affirms that it is the responsibility of the library teacher:

1. To provide materials that will enrich and support the Carlisle Public School’s vision and mission, and take into consideration the varied interests, abilities, learning styles, and maturity levels of the students served.
2. To provide materials that will stimulate growth in comprehension, factual knowledge, global understanding, literary appreciation, aesthetic values, and societal standards.
3. If issues are controversial, to provide materials on various sides of the issues so that young citizens may have an opportunity to develop the practice of critical analysis and to make informed judgments in their daily lives.
4. To provide materials representative of the many religious, ethnic, and diverse cultures, which contribute to our national heritage and the global community.

5. 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 to the school community.

### **III. Responsibility for Selection of Library Resources**

A. The School Committee delegates the responsibility for the selection of library resources to the professional staff employed by the school system.

B. While selection of library resources involves many people (administrators, library teacher, professional staff and others) the responsibility for coordinating the selection of school library resources and making the recommendations for purchase rests with the principal and library professional.

### **IV. Criteria for Selection of Learning Resources**

A. The following criteria will be used as they apply:

1. Library resources shall support and be consistent with the general educational goals of the state, the objectives of the Carlisle Public Schools, and specific courses.

2. Library resources shall be chosen to enrich and support the curriculum and the personal needs of users.

3. All library resources, regardless of format, shall meet standards of quality such as:

- Knowledge of curricular needs
- Artistic and/or literary style
- Educational significance
- Factual content
- Physical format
- Presentation
- Readability

4. Selection of library resources shall be developmentally appropriate for the subject, age, ability, and learning styles of the students.

5. Library resources shall provide a balance of opposing viewpoints so that users may develop critical analysis skills.

B. The selection of library resources on controversial issues will be directed toward maintaining a balanced collection representing diverse views.

C. In selecting materials, the library professional will seek input from other teachers, administrators, students, district personnel, and community persons as appropriate. The library professional may also consult reputable, professional review sources.

E. Gift materials shall be judged by the criteria outlined and shall be accepted or rejected by those criteria.

F. The librarian shall also ensure that the collection is up-to-date and balanced. The librarian will periodically evaluate the library collection in order to remove and discard materials no longer useful due to curriculum changes, outdated or inaccurate information, or changing student tastes. The librarian will also replace lost or worn materials of value. The librarian will follow Carlisle surplus protocols before disposing of material.

## **Part 2: Dealing with Challenged Materials**

### **Statement of Policy**

Any resident or employee of the school district may formally challenge inclusion of library resources on the basis of appropriateness. If a challenge cannot be resolved through informal means, the following steps will be taken:

- 1) Complainant files a formal written complaint within two weeks of speaking with an administrator identifying their name, address, title(s) being challenged, and reason for challenge.
- 2) Creation of a study committee including, but not limited to: the library media specialist, principal, and a faculty member.
- 3) A committee report describing findings about the material(s) in question to superintendent, who will present the findings, and a recommendation to the School Committee.
- 4) The final decision will be by vote of the School Committee.

### **Attachments:**

*The Library Bill of Rights*

### **Additional Resources:**

*Access to Electronic Information, Services and Networks: An Interpretation of the Library Bill of Rights. Chicago: American Library Association, 2005.*

*Access to Resources and Services in the School Library Media Program: An Interpretation of the Library Bill of Rights. Chicago: American Library Association, 2005.*

*Diversity in Collection Development: An Interpretation of the Library Bill of Rights. Chicago: American Library Association, 1990.*

## 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.

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- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. 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.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. 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 or affiliations of individuals or groups requesting their use.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.