

'Home of the Blackhawks'



Sheridan Community School Corporation's

Collection Development Policy

Mission Statement

At Sheridan High School, we create high leverage, high impact learning opportunities for all students. Our Library Media Centers help create these opportunities by providing the materials and on-line resources needed to meet our student's educational needs and recreational interests.

School Media Centers

Sheridan's media center program provides a certified Library Media Specialist at the high school who oversees the staffing and functions at all three locations. The Sheridan Community School system is proud of the libraries' spacious settings which provide its students, faculty, and staff with available materials and resources to meet their needs. Combined, the libraries currently manage just under 41,000 fiction and non-fiction print materials, a shared digital library collection for North Central Indiana Schools via OverDrive Education, a student resource database on the school's website, five computer labs, and several student work-station computers.



Library Media Selection Policy

The Certified Media Specialist and designated staff members involved in the **selection** process of resource materials will use the following criteria as a guide, but selection is not limited to their listings:

- A. Educational significance
- B. Contribution the subject matter makes to the curriculum
- C. How closely the subject matter meets student's interests
- D. Favorable reviews found in standard selection sources
- E. Various Award lists; including but not limited to the Eliot Rosewater, Young Hoosier Awards, Printz, and the Newbery Award.
- F. Reputation and significance of the author, producer, and/or publisher
- G. Validity, currency, and appropriateness of material
- H. Contribution the material makes to breadth of representative viewpoints on controversial issues
- I. High artistic quality and/or literary style
- J. Quality and variety of format (books, audio/visual, electronic)
- K. Timeliness
- L. Permanence
- M. Cost

The certified Media Specialist and designated staff members will use the following method for **de-selection** of materials as a guide in order to keep materials current and relevant: (Johnson 156)

M Misleading (factually inaccurate)

U Ugly (worn beyond mending or rebinding)

S Superseded (by a new edition or by a better book on the same subject)

T Trivial (of no discernible literary or scientific merit)

I Irrelevant (unrelated to the needs and interests of the library's community)

E Elsewhere (it is easily obtainable from another library)

Gifts: We accept all gifts within our selection criteria, but we reserve the right to dispose of unwanted items in any appropriate manner. We regret that we will be unable to provide collection/donation estimates for tax purposes.

Material Selections

The formal process of selecting materials will involve consulting the following areas, but selection is not limited to their listings.

Organization Resources:

- ALA - American Library Association
- AISLE -Association of Indiana School Library Educators
- ILF- Indiana Library Federation

Standard Lists:

- Various Award lists; including but not limited to the Eliot Rosewater, Young Hoosier Awards, Printz, and the Newbery Award.
- Wilson's Middle & Junior High Core Collection - a selective annotated list of fiction and nonfiction books for young people in grades five through nine.
- Wilson's Senior High Core Collection - a selective annotated list of fiction and nonfiction books for young adults in grades nine through twelve.

Reviewing and Information Sources:

- Various Review Sources including but not limited to: School Library Journal, Publisher's Weekly, Horn Book, Kirkus Reviews, Booklist, YALSA, and Voice of Youth Advocates.
- Book Review Digest Plus – provides excerpts from and citations to reviews of current juvenile fiction and non-fiction.

Major Bibliographies:

- ALA's Guide to Best Reading
- Best Books for Young Adults
- School Library Journal

Reconsideration

In the event a complaint is presented to a media specialist, the complainant will be asked to fill out a written complaint form. (See attached form.)

Procedure for handling complaints:

- A. The complaints shall be reported to the building principal involved.
- B. The principal shall contact the complainant to discuss the complaint and attempt to resolve it informally by explaining the philosophy and goals of the School District and/or the library media center.
- C. If the complaint is not resolved informally, the complainant shall be supplied with a packet of materials consisting of the District's instructional goals and objectives, materials selection policy statement, intellectual freedom policy, and the procedure for handling objections. This packet also will include a standard printed form, which shall be completed and returned before consideration will be given to the complaint.
- D. If the formal request for reconsideration has not been received by the principal within two weeks, it shall be considered closed. If the request is returned, the reasons for selection of the specific work shall be reestablished by the appropriate staff.
- E. Questioned materials shall not be removed from the school pending a final decision. Pending the outcome of the request for reconsideration, however, access to questioned materials can be denied to the child (or children) of the parents making the complaint, if they so desire.
- F. Upon receipt of a completed objection form, the principal in the building involved will call together a committee of four to consider the complaint. This committee shall consist of the principal, the media specialist, a teacher, and a parent representative.

- G. The committee shall meet to discuss the materials, and shall prepare a report on the material containing their recommendations on disposition of the matter within four weeks of receiving the formal complaint form.
- H. The principal shall notify the complainant of the decision and send a formal report and recommendation to the Superintendent. In answering the complainant, the principal shall explain the materials selection system, give the guidelines used for selection, and cite authorities used in reaching decisions. If the complaint is valid, the principal will acknowledge it and make recommended changes.
- I. If the complainant is still not satisfied, she/he may ask the Superintendent to present an appeal to the Board of Education, which shall make a final determination of the issue in a timely manner. The Board may seek assistance from outside organizations such as the American Library Association, the Association for Supervision and Curriculum Development, etc., in making its determination.

Request for Reconsideration of Library Material Form

Resource on which you are commenting:

Book Magazine Audio recording Newspaper Electronic info./resource

Author _____

Title _____

Publisher _____ Copyright Date _____

Name of school building with title in school library media collection:

Review request initiated by:

Name _____

Address _____

City _____ State _____

Zip _____

Phone _____

Email _____

Are you representing an organization other than yourself? _____

If yes, which organization? _____

***If you need more space for any answers, please attach a separate page.**

1. Have you read the entire book or reviewed the entire resource? Yes_____ No_____

2. If yes, give a summary of the book/resource in your own words.

3. To what in the book/resource do you object? Please be specific and cite page or pages.

4. What do you feel might be the result of reading this book/resource? Please be specific.

5. What, if anything, could be gained from this book/resource?

6. Is there any age or group that should be allowed access to this book/resource? If yes, who or what group? Please be specific and explain your reasoning.

7. Is there any age or group that should not be allowed access to this book/resource? If so, who or what group? Please be specific and explain your reasoning.

8. Have you read any reviews of the material or author? If yes, please list the source and date of the review and provide a summary.

Source _____ Date _____

Summary of review

Source _____ Date _____

Summary of review

9. What would you like the school to do about this book/resource?

10. Can you recommend another title for the school library to purchase to present the opposite or alternative point of view of the title in question? YES _____ NO _____

11. If number 10 was answered yes, please give the following information:

Title _____

Author _____

Publisher _____

Copyright Date _____

ISBN (International Standard Book Number) _____

Review Source (if found) _____

Signature _____

Date _____

*Turn completed form into the principal's office. Thank You

References

Intellectual Freedom Statement. 2018. American Library Association. 8 Jan. 2018
<<http://www.ala.org/ala/issuesadvocacy/intfreedom/index.cfm>>

Johnson, P. Fundamentals of Collection Development and Management, 2nd ed. Chicago:
American Library Association, 2018
<http://www.ala.org/tools/atoz/Collection%20Development/collectiondevelopment>

Sample Request for Reconsideration of Library Resources. 2018. American Library Association.
8 Jan. 2018 <http://www.ala.org/tools/challengesupport/requestforreconsideration>

Sheridan Community Schools Administrative Guidelines. 2018. Sheridan Community School
Corporation. 8 Jan. 2018 <http://scs.k12.in.us/>

Appendix A.

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.

- 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.

Although the Articles of the Library Bill of Rights are unambiguous statements of basic principles that should govern the service of all libraries, questions do arise concerning application of these principles to specific library practices. See the documents designated by the Intellectual Freedom Committee as [Interpretations of the Library Bill of Rights](#)