

KANAWHA COUNTY BOARD OF EDUCATION POLICY

School Library Materials

Series: I03

Reference:

Issued: March 31, 1975

Revised:

Revision Number:

3.01 General. A wide variety of school library materials is needed to support the philosophy, goals and instructional programs. The primary objectives in selecting library materials are: a) to support all areas of the curriculum, and b) to meet the needs, abilities, interests and maturity levels of students.

3.02 Library Bill Of Rights. The Board endorses the *Library Bill Of Rights* adopted by the American Library Association Council as follows:

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 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.
- 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

3.03 School Responsibility. Each school shall be responsible for establishing selection and acquisition procedures that will take into consideration the students' cultural backgrounds, curricular needs as well as budgetary factors of the school.

3.04 School Committee. Materials selection is an ongoing process in which the principal, teachers, media personnel and parents (and

KANAWHA COUNTY BOARD OF EDUCATION POLICY

School Library Materials

Series: I03

Reference:

Issued: March 31, 1975

Revised:

Revision Number:

students at the senior high school level) should participate. A school media committee shall be established in each school to obtain appropriate participation. The committee should include media personnel, at least one teacher representative from each curricular area, one or more parents and one or more students at the senior high school level (with parental permission). The committee should: become familiar with "Basic Selection Principles for School Library Materials." (see **§3.05**); develop written guidelines for the selection of library materials; recommend library materials needed in curricular areas; determine priorities of requests for library materials; maintain an up-dated library collection by examination of the existing collection in order to replace worn materials and to withdraw out-of-date and inappropriate materials; and, evaluate new library materials before they are used by students.

3.05 Basic Selection Principles For School Library Materials. The process of examining and evaluating materials under consideration for acquisition is continuous. Materials that are under consideration for acquisition should be previewed. However, selection may be made for biographical tools, selected lists and reviews that appear in library and educational journals. Gifts, free and inexpensive materials sponsored materials should be evaluated on the same standards observed in the selection of purchased materials. Library materials shall:

- 3.05.1** Meet high standards of quality in content and presentation;
- 3.05.2** Be appropriate to the ability, need and interest of the student;
- 3.05.3** Be suitable for the grade level and various subject areas;
- 3.05.4** Be objectively and impartially selected to provide a balanced collection; and,
- 3.05.5** Be selected for their strength and value. The value and impact of a literary work must be examined as a whole and not in part - the impact of the entire work being more important than the word, phrase or incidents out of which it is made.

KANAWHA COUNTY BOARD OF EDUCATION POLICY

School Library Materials

Series: I03

Reference:

Issued: March 31, 1975

Revised:

Revision Number:

3.05 Reconsideration Of Library Materials. Despite both the care taken to select appropriate materials for student and teacher use and the qualifications of the persons who select materials, occasionally there will be objections to selections. When parents or guardians request permission to review library materials they should not disrupt the operations of the school. The parent or guardian must have a child in the school where the complaint is made. If a complaint is made, the following steps shall be taken:

- 3.06.1** School personnel shall be courteous to complainants. No comments should be made. The principal shall be notified;
- 3.06.2** The complainant should arrange a conference with the principal;
- 3.06.3** The principal shall invite the complainant to file his or her objections in writing on the form "Parent's or Guardian's Request for Reconsideration of School Library Materials" (see Appendix 1);
- 3.06.4** The complainant will complete one form per title;
- 3.06.5** A complainant who does not complete and return the form together with the challenged material to the principal will receive no further consideration;
- 3.06.6** Upon receipt of a completed form, the principal shall request review on the challenged material by the school media committee within fourteen (14) days;
- 3.06.7** The school media committee will take the following steps after receiving the challenged materials:
- 3.06.7.1** Read the entire book, view and/or listen to material in its entirety.
- 3.06.7.2** Check general acceptance of the material by reading reviews and consulting recommended lists.
- 3.06.7.3** Judge material for its strength and value as a whole and not in part - the impact of the entire work being more important than the word, phrase or incidents out of which it is made.

KANAWHA COUNTY BOARD OF EDUCATION POLICY

School Library Materials

Series: I03

Reference:

Issued: March 31, 1975

Revised:

Revision Number:

3.06.7.4 Complete "Checklist for School Media Advisory Committee's reconsideration of Library Material" form 2 or 3 (see Appendix 1) and forward to the principal.

3.06.8 **Review Of Reconsideration.** If further review is required the principal shall forward to the Superintendent all completed forms that have been generated regarding the challenged material. The Superintendent may direct the County Curriculum Advisory Council to review the matter. The Curriculum Advisory Council will take the following steps upon receiving the challenged materials:

3.06.8.1 Read the entire book, view and/or listen to material in its entirety.

3.06.8.2 Check general acceptance of the material by reading reviews and consulting recommended lists.

3.06.8.3 Judge material for its strength and value as a whole and not in part - the impact of the entire work being more important than the word, phrase or incidents out of which it is made.

3.06.8.4 Complete "Checklist for Kanawha County Curriculum Advisory Committee's reconsideration of Library Material" form 4 or 5 (see Appendix 1) and forward to the Superintendent.

3.07 Final Determination. The Superintendent shall review the recommendation of the Curriculum Advisory Council and request a conference with school personnel. The Superintendent will notify the complainant and the Board of the determination regarding the challenged material. The Board, if necessary, will make any final review.

KANAWHA COUNTY BOARD OF EDUCATION POLICY

School Library Materials

Series: I03

Reference:

Issued: March 31, 1975

Revised:

Revision Number:

APPENDIX 1

Form 1 - Parent's or Guardian's Request For Reconsideration of School Library Materials.

School: _____

Type of Material:

- | | | |
|-------------------------------------|------------------------------------|---------------------------------|
| <input type="checkbox"/> Book | <input type="checkbox"/> Film | <input type="checkbox"/> Record |
| <input type="checkbox"/> Periodical | <input type="checkbox"/> Filmstrip | <input type="checkbox"/> Kit |
| <input type="checkbox"/> Pamphlet | <input type="checkbox"/> Cassette | <input type="checkbox"/> Other |
-

Title: _____ Author: _____

Publisher of Producer: _____

Student's Name: _____

Parent of Guardian: _____ Telephone: _____

Street Address: _____ City: _____

State: _____ Zip Code: _____

The following questions are to be answered after the complainant has read, viewed or listened to the library material in its entirety. If sufficient space is not provided, attach additional sheets (please sign each additional sheet).

KANAWHA COUNTY BOARD OF EDUCATION POLICY

School Library Materials

Series: I03

Reference:

Issued: March 31, 1975

Revised:

Revision Number:

1. To what in the material do you object? Please be specific.

What do you believe is the purpose or theme of the material?

3. What do you feel might be the result of a student using the material?

4. For what age group would you recommend this material?

5. Is there anything good in this material? _____ Please comment:

6. Would you care to recommend other school library material of the same subject and format?

Signature of Complainant

Date

Please return completed form to the school principal.

**Form 2 - Checklist For School Media Advisory Committee's
Reconsideration Of Library Material - Fiction And Other
Literary Forms**

Title: _____ Author: _____

A. PURPOSE

1. What is the purpose, theme or message of the material? How well does the author/producer/composer accomplish this purpose?

KANAWHA COUNTY BOARD OF EDUCATION POLICY

School Library Materials

Series: I03

Reference:

Issued: March 31, 1975

Revised:

Revision Number:

2. If the story is fantasy, is it the type that has imaginative appeal and is suitable for children?
 yes no for young adults? yes no If both are marked no, for what age would you recommend? _____.
3. Will the reading and/or viewing and/or listening to the material result in more compassionate understanding of human beings? yes no
4. Does it offer an opportunity to better understand and appreciate achievements and problems of various minority groups? yes no
5. Are any questionable elements of the story an integral part of a worthwhile theme or message? yes no

B. CONTENT

1. Does a story about modern times give a realistic picture of life as it is now? yes no
2. Does the story avoid an oversimplified view of life, one which leaves the reader with the general feeling that life is sweet and rosy or ugly and meaningless? yes no
3. When factual information is part of the story, is it presented accurately? yes no
4. Is prejudicial appeal readily identifiable to the reader? yes no
5. Are concepts presented appropriate to the ability and maturity of the potential reader? yes no
6. Do characters speak in language true to the period and section of the country in which they live? yes no
7. Does the material offend in some special way the sensibilities of women or a minority group by the way it presents either the chief character or any of the minor characters? yes no
8. Is there preoccupation with sex, violence, cruelty, brutality and aberrant behavior that would make the material inappropriate for children? yes no
9. If there use of offensive language, is it appropriate to the purpose of the text for children? yes no
10. Is the material free from divisive names and epithets that would offend minority groups? yes no
11. Is the material well written or produced? yes no
12. Does the story give a broader understanding of human behavior without stressing differences of class, race, color, sex, education, religion or philosophy in an adverse way? yes no

KANAWHA COUNTY BOARD OF EDUCATION POLICY

School Library Materials

Series: I03

Reference:

Issued: March 31, 1975

Revised:

Revision Number:

-
-
13. Does the material make a significant contribution to the history of literature or ideas? yes no
 14. Are the illustrations appropriate and in good taste? yes no
 15. Are the illustrations realistic in relation to the story? yes no

ADDITIONAL COMMENTS:

RECOMMENDATION BY SCHOOL MEDIA ADVISORY COMMITTEE FOR TREATMENT OF CHALLENGED MATERIAL:

SIGNATURES OF ADVISORY COMMITTEE

Date:

**Form 3 - Checklist For School Media Advisory Committee's
Reconsideration Of Library Material - Nonfiction**

Title: _____ Author: _____

KANAWHA COUNTY BOARD OF EDUCATION POLICY

School Library Materials

Series: I03

Reference:

Issued: March 31, 1975

Revised:

Revision Number:

A. PURPOSE

1. What is the over-all purpose of the material?

2. Is this purpose accomplished? yes no

B. AUTHENTICITY

1. Is the author competent and qualified in this field? yes no

2. What is the reputation and significance of the author and publisher/producer in the field?

3. Is the material up-to-date? yes no

4. Are information sources well documented? yes no

5. Are translations and retellings faithful to the original? yes no

C. APPROPRIATENESS

1. Does the material promote the educational goals and objectives of the curriculum of Kanawha County Schools? yes no

2. Is it appropriate to the level of instruction intended? yes no

3. Are the illustrations appropriate to the subject and age levels? yes no

D. CONTENT

1. Is the content of this material well presented by providing adequate scope, range, depth and continuity? yes no

2. Does the material present information no otherwise available? yes no

3. Does this material give a new dimension or direction to its subject? yes no

E. REVIEWS

1. Source of review _____ Favorable review
Unfavorable review

KANAWHA COUNTY BOARD OF EDUCATION POLICY

School Library Materials

Series: I03

Reference:

Issued: March 31, 1975

Revised:

Revision Number:

- 2. Does this title appear in one or more reputable selection aids?
- yes no If yes, please list the selection aids:

ADDITIONAL COMMENTS

RECOMMENDATION BY SCHOOL MEDIA ADVISORY COMMITTEE FOR TREATMENT OF CHALLENGED MATERIAL:

SIGNATURES OF ADVISORY COMMITTEE

Date:

Form - 4 - Checklist For Kanawha County Curriculum Advisory Council's Reconsideration Of Library Material - Fiction And Other Literary Forms

Title: _____ Author: _____

A. PURPOSE

- 1. What is the purpose, theme or message of the material? How well does the author/producer/composer accomplish this purpose?

KANAWHA COUNTY BOARD OF EDUCATION POLICY

School Library Materials

Series: I03

Reference:

Issued: March 31, 1975

Revised:

Revision Number:

-
2. If the story is fantasy, is it the type that has imaginative appeal and is suitable for children?
 yes no for young adults? yes no If both are marked no, for what age would you recommend? _____.
 3. Will the reading and/or viewing and/or listening to the material result in more compassionate understanding of human beings? yes no
 4. Does it offer an opportunity to better understand and appreciate achievements and problems of various minority groups? yes no
 5. Are any questionable elements of the story an integral part of a worthwhile theme or message? yes no

B. CONTENT

1. Does a story about modern times give a realistic picture of life as it is now? yes no
2. Does the story avoid an oversimplified view of life, one which leaves the reader with the general feeling that life is sweet and rosy or ugly and meaningless? yes no
3. When factual information is part of the story, is it presented accurately? yes no
4. Is prejudicial appeal readily identifiable to the reader? yes no
5. Are concepts presented appropriate to the ability and maturity of the potential reader? yes no
6. Do characters speak in language true to the period and section of the country in which they live? yes no
7. Does the material offend in some special way the sensibilities of women or a minority group by the way it presents either the chief character or any of the minor characters? yes no
8. Is there preoccupation with sex, violence, cruelty, brutality and aberrant behavior that would make the material inappropriate for children? yes no
9. If there use of offensive language, is it appropriate to the purpose of the text for children? yes no
10. Is the material free from divisive names and epithets that would offend minority groups? yes no
11. Is the material well written or produced? yes no

KANAWHA COUNTY BOARD OF EDUCATION POLICY

School Library Materials

Series: I03

Reference:

Issued: March 31, 1975

Revised:

Revision Number:

-
-
12. Does the story give a broader understanding of human behavior without stressing differences of class, race, color, sex, education, religion or philosophy in an adverse way? yes no
 13. Does the material make a significant contribution to the history of literature or ideas? yes no
 14. Are the illustrations appropriate and in good taste? yes no
 15. Are the illustrations realistic in relation to the story? yes no

ADDITIONAL COMMENTS:

RECOMMENDATION BY KANAWHA COUNTY CURRICULUM ADVISORY COUNCIL FOR TREATMENT OF CHALLENGED MATERIAL:

SIGNATURES OF ADVISORY COUNCIL REVIEW COMMITTEE

Date: _____

KANAWHA COUNTY BOARD OF EDUCATION POLICY

School Library Materials

Series: I03

Reference:

Issued: March 31, 1975

Revised:

Revision Number:

Form 5 - Checklist For The Kanawha County Curriculum Advisory Council's Reconsideration Of Library Material - Nonfiction

Title: _____ Author: _____

A. PURPOSE

1. What is the over-all purpose of the material?

2. Is this purpose accomplished? yes no

B. AUTHENTICITY

1. Is the author competent and qualified in this field? yes no

2. What is the reputation and significance of the author and publisher/producer in the field?

3. Is the material up-to-date? yes no

4. Are information sources well documented? yes no

5. Are translations and retellings faithful to the original? yes no

C. APPROPRIATENESS

1. Does the material promote the educational goals and objectives of the curriculum of Kanawha County Schools? yes no

2. Is it appropriate to the level of instruction intended? yes no

3. Are the illustrations appropriate to the subject and age levels? yes no

D. CONTENT

1. Is the content of this material well presented by providing adequate scope, range, depth and continuity? yes no

2. Does the material present information no otherwise available? yes no

3. Does this material give a new dimension or direction to its subject? yes no

KANAWHA COUNTY BOARD OF EDUCATION POLICY

School Library Materials

Series: I03

Reference:

Issued: March 31, 1975

Revised:

Revision Number:

E. REVIEWS

1. Source of review _____ Favorable review
Unfavorable review
2. Does this title appear in one or more reputable selection aids?
yes no If yes, please list the selection aids:

ADDITIONAL COMMENTS

RECOMMENDATION BY SCHOOL MEDIA ADVISORY COMMITTEE FOR
TREATMENT OF CHALLENGED MATERIAL:

SIGNATURES OF ADVISORY
COUNCIL REVIEW COMMITTEE

Date:

KANAWHA COUNTY BOARD OF EDUCATION POLICY

School Library Materials

Series: I03

Reference:

Issued: March 31, 1975

Revised:

Revision Number:
