

## SELECTION OF MEDIA CENTER MATERIALS

### **A. STATEMENT OF PHILOSOPHY**

It is the policy of the Holmdel Township Public School's Media Centers to implement, enrich, and support the educational programs of the Holmdel Public Schools. It is the duty of each Media Center in the school district to provide a wide range of materials and equipment in a variety of subject areas in order to provide the students with media appropriate to their abilities. The Media Center shall contribute to the development of the social, intellectual and ethical values as well as the stimulation of reading pleasure of the students. Additionally the Media Center makes available resources to the professional development of the staff and supplements the school's curriculum needs.

To this end, the Holmdel Township Board of Education reaffirms the following objectives for high quality media programs as outlined by the American Library Association in its publication, ***Information Power: Guidelines for School Library Media Programs*** (1988).

In quality media programs, users are observed in all of these activities and adaptations of them:

1. Finding needed information on an appropriate level and in an acceptable format.
2. Selecting and using appropriate means for generation, retrieval, evaluation and use of information in a wide variety of media formats.
3. Obtaining resources from the media center, local agencies and networks.
4. Communicating in many modes, demonstrating an understanding of the structure and language of each mode.
5. Receiving assistance, both formally and informally, in the use and production of learning resources.
6. Functioning in a learning environment that reflects their developmental level as well as the tasks at hand.
7. Locating space in which to accomplish a variety of activities responding to curricular and personal needs.

**B. RESPONSIBILITY FOR SELECTION OF MEDIA CENTER MATERIALS**

While the Holmdel Township Board of Education is legally responsible for all matters relating to the operation of its schools, the responsibility for the selection of materials for the media center is delegated to the professionally trained personnel employed by the school district.

The selection of materials will be coordinated by the media specialists with input from the professional staff and students. Oversight of the selection process will be provided by the administration and final approval of materials will be given by the Board of Education.

**C. GUIDELINES FOR EVALUATION OF MATERIALS**

The Holmdel Township Public Schools shall utilize the guidelines consistent with the American Library Association Bill of Rights (Attachment A), the Freedom to Read Statement (Attachment B), the School Library Bill of Rights (Attachment C), and the Affirmative Action Regulations (Attachment D).

**D. CRITERIA FOR THE SELECTION OF MATERIALS**

Media Specialists will consider the following criteria in the selection of materials for the media center:

1. Relevance to the curriculum.
2. Relevance to the interests of the students.
3. Favorable reviews found in standard selection sources.
4. Favorable recommendations based on preview and examination of materials by professional staff.
5. Reputation of the author, producer and/or publisher.
6. Timeliness of material.
7. Reflection of a variety of viewpoints on controversial issues.
8. Value commensurate with cost and/or need.
9. Long-term value to the collection.
10. Compliance with district goals and affirmative action guidelines.

**E. PROCEDURES FOR SELECTION OF MATERIALS**

1. Administrators, supervisors, teachers and students are encouraged to suggest materials to be added to the Media Center collection.
2. Media Specialists will utilize selection criteria and generate purchase orders for identified materials.
3. Building Principals will review and approve the purchase of materials.
4. Central Office Administration, including but not limited to the Director of Curriculum and Instruction, Superintendent and Business Administrator, will review the request for program and budget considerations.
5. Board of Education will approve all requests and payment of bills.

Source: Regular Public Meeting

Date: March 22, 1995

## APPENDIX A

### LIBRARY BILL OF RIGHTS

"The Council of the American Library Association reaffirms its belief in the following basic policies which should govern the services of all libraries.

1. As a responsibility of library service, books and other library materials selected should be chosen for values of interest, information and enlightenment of all the people of the community. In no case should library materials be excluded because of the race or nationality or the social, political, or religious views of the authors.
2. Libraries should provide books and other materials presenting all points of view concerning the problems and issues of our times; no library materials should be proscribed or removed from libraries because of partisan or doctrinal disapproval.
3. Censorship should be challenged by libraries in the maintenance of their responsibility to provide public information or enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. The rights of an individual to the use of a library should not be denied or abridged because of age, race, religion, national origins or social or political views.
6. As an institution of education for democratic living, the library should welcome the use of its meeting rooms for socially useful and cultural activities and discussion of current public questions. Such meeting places should be available equally to all groups in the community regardless of the beliefs and affiliations of their members, provided that the meetings be open to the public."

Adopted: June 18, 1948

Amended: February 2, 1961, and June 27, 1967, by the A.L.A. Council

## APPENDIX B

### FREEDOM TO READ STATEMENT

"The Holmdel Township School System subscribes to the Freedom to Read Statement of the American Library Association and the American Book Publishers Council, May 2nd and 3rd, 1953. The seven propositions of this statement are:

1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those which are unorthodox or unpopular with the majority.
2. Publishers and librarians do not need to endorse every idea or presentation contained in the books they make available. It would conflict with the public interest for them to establish their own political, oral or aesthetic views as the sole standard for determining what books should be published or circulated.
3. It is contrary to the public interest for publishers or librarians to determine the acceptability of a book solely on the basis of the personal history or political affiliation of the author.
4. The present laws dealing with obscenity should be vigorously enforced. Beyond that, there is no place in our society for extra-legal efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.
5. It is not in the public interest to force a reader to accept with any book the prejudgment to a label characterizing the book or author as subversive or dangerous.
6. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large.
7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read statement by providing books that enrich the quality of thought and expression. By the exercise of this affirmative responsibility, bookmen can demonstrate that the answer to a bad book is a good one, the answer to a bad idea is a good one."

Adopted: June 25, 1953, by the A.L.A. Council

## APPENDIX C

### SCHOOL LIBRARY BILL OF RIGHTS

School libraries are concerned with generating understanding of American freedoms and with the preservation of these freedoms through the development of informed and responsible citizens. To this end the American Association of School Librarians reaffirms the Library Bill of Rights of the American Library Association and asserts that the responsibility of the school library is:

To provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities, and maturity levels of the pupils served.

To provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards.

To provide a background of information which will enable pupils to make intelligent judgements in their daily life.

To provide materials on opposing sides of controversial issues so that young citizens may develop under guidance the practice of critical reading and thinking.

To provide materials representative of the many religious, ethnic, and cultural groups and their contributions to our American heritage.

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 for the users of the library.

Adopted by the American Association of School Libraries, a division of the A.L.A., and endorsed by the Council of the American Library Association, July 1955.

## APPENDIX D

### EXCERPTS FROM "AFFIRMATIVE ACTION" REGULATIONS PUBLISHED BY THE DEPARTMENT OF EDUCATION, STATE OF NEW JERSEY

#### EQUALITY IN EDUCATIONAL PROGRAMS

##### 6:4-1.1 Purposes and Objectives

The New Jersey Constitution and implementing legislation guarantee each child in the public schools equal educational opportunity regardless of race, color, creed, religion, sex, ancestry, national origin, or social or economic status. To assure these basic rights the Commissioner of Education and the State Board of Education have developed these regulations which specifically implement N.J.S.A. 18A:36-20 and the State Board of Education Resolution concerning sex equality in educational programs. These regulations have also been developed in conformity with relevant Federal and State statutes concerning discriminatory conduct.

from 6:4-1.3 Policy Development

(d) As part of its affirmative action programs or plans, each local school district shall arrange for or provide in-service training for school personnel on a continuing basis to identify and resolve problems arising from prejudice on the basis of race, color, creed, religion, sex, ancestry, national origin, or social or economic status.

(e) Each Board of Education shall adopt and approve courses of study, instructional materials, and programs designed to eliminate discrimination and promote understanding and mutual respect between children of different races, colors, creeds, religions, sexes, ancestries, national origins, or social or economic status. Community involvement in this process shall be encouraged.

(f) The local school district shall evaluate courses of study and instructional materials already in use to determine whether they are designed to achieve the objectives set forth in (e) and shall supplement them as necessary where they are not so designed. As the use of such courses and materials is discontinued in the normal course of events, the local school district shall replace them with courses and instructional materials designed to meet the objectives set forth in (e).

