

LIBRARY/MEDIA CENTER MATERIALS SELECTION AND RECONSIDERATION

Code IJL Issued 11/2023

The function of the school library/media center is to support and enrich the instructional program and recreational reading of the school and must provide a broad range of materials.

The board has the legal responsibility for all instructional materials. The selection and ordering of library books, audiovisuals, software, and other materials for the library/media centers are the responsibility of the school library/media specialists in accordance with this adopted policy.

Library/Media specialists will identify, order, and organize materials that will implement, enrich, inspire, encourage, and support the educational program of the district. Principals, teachers, supervisors, and other school staff will give suggestions, recommendations, and other assistance.

Materials Selection Criteria

School and district instructional materials, including the media center, should be consistent with the district's general educational goals. Consideration will be given based on:

1. educational significance;
2. appropriateness for students in each school
 - 2a. age and grade level
 - 2b. avoid pervasive profanity
 - 2c. avoid vulgarity/sexually explicit material to include:
 - Visual or visually implied depictions of sexual acts or simulations of such acts
 - Explicit written descriptions and/or diagrams of sexual acts
 - Visual depictions of nudity (excluding materials with diagrams about anatomy for science or content relating to classical works of art)
3. needs of the school and value to the collection;
4. reputation and significance of author and producer;
5. clarity, adequacy, and scope of text;
6. validity, accuracy, objectivity, currency, and appropriateness of text;
7. organization and presentation of contents;
8. high degree of readability and/or comprehensibility;
9. high artistic quality and/or literary style; and
10. value commensurate with cost.

The school librarian/media specialist shall use the materials selection criteria listed in this policy, with consultation of reputable, unbiased, professionally prepared selection aides to evaluate the existing collection. Selection is an ongoing process that includes the removal of materials no longer usable as well as the removal of material that doesn't meet the criteria as outlined in this policy. It also includes the replacement of lost or worn materials still of educational value.

Procedures for Requesting Reconsideration of Library/Media Materials

Any individual residing within the attendance area of the school district and/or who has a child who attends a school in the school district may ask for reconsideration of a material in the school library/media center within the district.

1. A reconsideration form for material shall be filed by completing the form and submitting it to the superintendent.
2. The superintendent shall submit the completed reconsideration form to the district director for Library/Media who shall gather the materials necessary to convene the district-level Library/Media Center Materials Review Committee.
3. The Library/Media Center Materials Review Committee shall complete its review and issue a report within thirty (30) business days after the initial review committee meeting. The committee may request extended time from the Superintendent if numerous materials are submitted for review.
4. The superintendent will convey the committee's decision on the matter to the individual who requested the reconsideration within five business days following the committee's decision.
5. If the material is deemed to be inappropriate, the district shall ensure no other copies exist in circulation within the district for the school level(s) in which it is found to be inappropriate. If the material is deemed to be acceptable and appropriate, it shall remain in the library media collection.

District Library/Media Center Materials Review Committee

Upon receipt of a request form for reconsideration of library media material(s), the Superintendent shall appoint a library/media center materials review committee to evaluate the material(s). The composition of the committee shall include the following categories:

1. The district supervisor of library media services
2. One school library media specialist within the district/school;
3. One teacher within the district/school;
4. One principal within the district/school; and
5. Five parent members of a School Improvement Council and/or PTO within the district/school (excludes Spartanburg One employees).

A review committee will consist of 9 members with a quorum of five members, representatives from each of the aforementioned membership categories. If a quorum is not present, then the review committee will not convene, and a new meeting date will be established. The committee will schedule a meeting within 15 business days to review the criteria.

The role of the district library/media center materials review committee is as follows:

1. To review materials for reconsideration based on the following criteria:
 - a. Criteria for Selection of Library/Media Center Materials
 - b. Citizen's justification for reconsideration of material
2. To render a decision on the appropriateness of the challenged material

Appeal to Board

The citizen who requested the reconsideration may appeal the committee's decision in writing to the superintendent and the board chair. The written appeal shall state the specific reason(s) for the citizen's request for the board to review the committee's decision. The appeal must be submitted by the requestor and delivered to the Superintendent's office within ten (10) business days of the citizens's receipt of the committee's decision. With consideration of the date of the citizen's appeal, the Board shall, at its next regularly scheduled meeting, consider the citizens's request for review and decide whether to grant a review. If a review is granted, the Board shall decide the matter on the written records including the citizens's appeal, the District Library/Media Center Materials Review Committee decision, and the material under reconsideration. The Superintendent's office will notify the citizen of the Board's actions on the matter within three business days of the board's appeal.

The committee's decision, and if applicable, the local board's review, regarding the appropriateness of a book or reading material cannot be challenged again until the expiration of two years from the original challenge date.

Adopted 8/24/82; Revised 9/8/96, ^

IJL-E

Request Form For Reconsideration of Library/Media Center Material(s)

School in which the material is being used: _____

Your Name (*please print*): _____

Telephone #: _____ Address: _____

Title of material: _____

Author/Distributor: _____

Copyright Year: _____

1. Are students required to use the material? ☐ Yes ☐ No ☐ I don't know

If the material was used as part of a specific activity or assignment, please summarize the purpose of that assignment as you understand it.

2. To what do you base this request on? (Please be specific. Cite pages or particular sequences of material.)

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

4. Would you recommend this material for a different age group? _____

5. Have you read the material that you are requesting for the district to reconsider?

6. What is your request for the school and district to do regarding this material? Is there additional information that you would like to share with the committee?

Citizen's Signature

Date

Please return the completed form to the superintendent. If extra space is needed, please attach a separate sheet with this form.

To be completed by the Superintendent's Office:

Date Received by Superintendent's Office: _____

Initials: _____