



# Rolling River School Division

## ADMINISTRATIVE PROCEDURE

### IIAC – SELECTION OF LIBRARY RESOURCES

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The Board of the Rolling River School Division believes that it should provide quality library resources, diverse in content points of view. Library resources include print and non-print material, such as library books, magazines, newspapers, audio visual, internet sites, computer applications (apps), human, and other instructional aids.

The provision of quality library resources involves:

- selection and purchase of materials;
- reconsideration of materials in use in schools
- removal of materials no longer appropriate;
- replacement of lost and worn materials still of educational value.

#### GUIDELINES

##### A. Selection and Purchase of Library Resources

###### 1. Aims of Selection

Library resources should be selected to:

- a) enrich and support the curriculum and the Division's Educational Goals.
- b) meet the personal needs of users, taking into consideration their varied interests, abilities and learning styles.
- c) stimulate development in thinking and personal-social skills.

###### 2. Criteria for Selection

In keeping with the above aims, the following are presented as appropriate criteria for the evaluation and selection of library resources:

- a) to contribute to the objectives of school curricula
- b) to be relevant to the present
- c) to be representative of artistic, historic, and literary ideas
- d) to reflect problems, aspirations, attitudes, and ideals of diverse cultures and societies to be appropriate to the level of the use (ability level, emotional maturity, learning style, age)
- e) to be representative of diverse viewpoints on problems and issues confronting humanity
- f) to stimulate creativity
- g) to be of acceptable technical quality

###### 3. Procedure for Selection and Purchase

The selection and purchase of library resources in Rolling River School Division is the responsibility of the library staff in cooperation with professional educators. It is the responsibility of the principal to ensure that library resources in use in the school are compatible with the previously stated aims and criteria.

**Sources:** <http://www.edu.gov.mb.ca/K12/learnres/index.html> provides a list of recommended resources, reviews, and evaluation instruments.

## **RECONSIDERATION OF LIBRARY RESOURCES IN USE IN SCHOOLS**

The intent of the aims and criteria for selection, as published in these guidelines, is the provision of library resources, which are diverse in content and points of view. The Division recognizes that persons not involved in the selection process may wish to question or express concerns about library material available in school libraries. Hence, the Division provides for the reconsideration of library resources in schools as follows:

### **1. Informal Reconsideration**

Many questions and concerns about library resources in use in schools can be resolved informally. Persons who have such questions or concerns about materials in a particular school should communicate their concerns to the principal or appropriate staff member of that school. Depending upon the nature of concern, the principal or appropriate staff members will provide explanations about the materials in question and/or make accommodations that are acceptable to the school and the persons expressing the concerns.

### **2. Formal Reconsideration**

When questions or concerns about library resources utilized within the school cannot be satisfactorily resolved through informal channels, the persons raising the questions or concerns may request a formal reconsideration of the materials.

#### **The formal reconsideration process involves the following procedures:**

- A. The person requesting the formal reconsideration must complete the Request for Formal Reconsideration of Library Resources form which is available in any school or at the school division office.
- B. The completed form must be returned to the principal of the school in which the library resource in question is located.
- C. The principal will file a copy of the completed form with the Superintendent.
- D. The principal, in consultation with the Superintendent, will establish a Reconsideration Committee to deal with the formal request. This Committee will deal with the formal request. This Committee will consist of the principal, a teacher, and library staff, all conversant with the material in question.
- E. The Reconsideration Committee shall consider the issues raised in the formal request in light of the guidelines as published in this document and shall provide a written report to the Superintendent. The ruling of the Reconsideration Committee is binding, subject to appeal as noted in "G" below.
- F. During the period in which library resources are under formal reconsideration, all challenged material will remain in circulation pending the decision of the Reconsideration Committee.
- G. The ruling of the Reconsideration Committee may be appealed through the Superintendent of the Board. The ruling of the Board on any appeal is final.

## **REPORT OF THE RECONSIDERATION COMMITTEE**

The following serve as guidelines to the Reconsideration Committee for the preparation of its report.

A copy of the report, with the complaint's Request for Formal Reconsideration of Library Resource attached, must be provided to the complainant and the Superintendent.

The "Aims of Selection" and the "Criteria for Selection" included in the "Guidelines for the Selection of Library Resources" will provide the general framework within which the reconsideration of library resources occurs. The nature of the concerns raised in the request for reconsideration will dictate the specific issues to which the Committee will attend.

The report to the Reconsideration Committee should include:

1. an adjudication of the specific concerns raised by the complainant.
2. the rationale of the Committee for the above adjudication.
3. recommendations concerning continued use of the material in the school and/or division.
4. two reviews on the material in question from reputable reviewing journals.



# Rolling River School Division

## FORMAL REQUEST FOR RECONSIDERATION OF INSTRUCTIONAL MATERIAL

This form is to be used when an informal approach, as outlined in the attached guidelines (B-1), has not resolved the concerns or issues to the satisfaction of the complainant.

The complainant should note the criteria used by the division in selecting and judging the appropriateness of instructional materials (see Section A-2 of the attached guidelines). If possible, the concern or issue raised should be related to one or more of these criteria.

### I. Identity of the material in question

1. Type of material (please check):

Book       Magazine       CD ROM       Video       Other

2. Title of Material: \_\_\_\_\_

3. Author or Producer: \_\_\_\_\_

4. School in which it is located: \_\_\_\_\_

5. Grade(s) and subject(s) in which material is used: \_\_\_\_\_

\_\_\_\_\_

### II. Identity of person requesting reconsideration

1. Name: \_\_\_\_\_

2. Address: \_\_\_\_\_

3. Telephone: \_\_\_\_\_

4. If authorized to represent a group of organization, please identify: \_\_\_\_\_

\_\_\_\_\_

### III. Details of the request for reconsideration

(The following questions should be answered after studying in its entirety, the library resources in question.)

1. Have you read/viewed the entire work?       Yes       No

2. a) What do you believe is the purpose of the work as a whole?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

b) In your opinion, does work as a whole have value? \_\_\_\_\_

If no, please elaborate: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. a) Is it the work as a whole or some portion of it that is of concern to you?

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b) Please state your concern(s) specifically as possible. Identify pages, passages, etc.: provide reasons why these are of concern to you; indicate how these are not consistent with the aims and criteria as outlined in Section A of the guidelines.

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4. In your informal discussion with the school about your concerns, explanations for using the materials have been given to you. Please indicate why these explanations have not been a satisfactory resolution of your concern(s).

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Signature of Complainant

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Date

**PLEASE RETURN COMPLAINT FORM TO PRINCIPAL**

January 2018