

## B. Instructional Resources and Materials

## 1. Free Textbooks and Other Instructional Materials

## a. Instructional Materials for Library/Media Centers

**Purpose:** The basic objectives of the library/media centers in the Narragansett schools are to support the school's educational philosophy, enrich and reinforce the school's curriculum, and provide material for pleasurable and recreational reading. The library/media center will have available a wide range of materials on all levels of difficulty, with a diversity of appeal, and the presentation of different points of view.

**I. Responsibility for Selection**

The NSS Superintendent and School Committee are legally responsible for all matters relating to the operation of NSS. The district policy delegates the responsibility for selecting library materials to the certified school library media specialist. These materials are defined as both print and non-print materials. The final responsibility for recommending purchasing lies with the professionally trained and certified library media specialist.

**Criteria for Selection of Materials according to the American Library Association**

- Support and enrich the curriculum and/or students' personal interests and learning
- Meet high standards in literary, artistic and aesthetic quality; technical aspects; and physical format
- Be appropriate for the subject area and for the age, emotional development, ability level, learning styles, and social, emotional, and intellectual development of student for whom the materials are selected for
- Earn favorable review in standard reviewing sources and/or favorable recommendations based on examination by the Library Media Specialists, content teacher, or other educational professionals.
- Exhibit a high degree of potential user appeal and interest
- Represent differing viewpoints on controversial issues
- Provide a global perspective and promote diversity by including materials by authors and illustrators of all cultures
- The selected materials will reflect an interest in, and portray the changes and contributions made by the diverse cultural, ethnic and religious groups of our society. These materials will assist the student in gaining an awareness and understanding of the contributions made by a variety of constituencies
- Include a variety of sources in physical and virtual formats including print and non-print

In selecting materials for inclusion in the library media center, the library media specialist will evaluate the existing collection and curriculum needs. They will work to balance curriculum needs with student personal interest and learning. They will consult appropriate reviewing sources including but not limited to the following:

- Association for Library Services to Children - Notable Children's Books ● Booklist
- School Library Journal
- Library Journal
- NY Times Book Review
- Horn Book
- ALA Award Winners

When appropriate recommendations will be solicited from subject specialists, faculty, staff, administrators, students, parents and qualified consultants. Selection is an ongoing process and includes the removal of material that are no longer relevant, as well as the replacement of lost, missing or worn materials still with educational value and the addition and expansion of collections.

## **II. Collection Evaluation**

The collection will be reviewed and evaluated by a certified library media specialist. Collections will be reviewed taking into account qualitative and quantitative measurements. Some measurement tools may include: curriculum mapping, circulation statistics, collection statistics, direct examination. These measures will ensure that the collections are relevant, effective and appropriate to each school's needs. Library media specialists will conduct such evaluations since they know their community, curriculum, and collection.

*"Weeding" of current collection will be necessary when:*

1. Item contains incorrect or out of date information
2. Item is in poor condition physically
3. The library owns duplicate copies and the item is no longer in demand
4. Item has an updated later edition
5. Item has not circulated in 5 years
6. Item is no longer pertinent to curriculum or students' interests.

Any item that is weeded due to poor condition should be replaced or repaired if possible.

## **III. Budgets and Funding Sources**

Financial resources are necessary through the school department for the purchase of books, print and non-print materials; Including but not limited to books, magazines, database subscriptions, audio visual materials, digital resources etc.

Other Funding Sources:

Other sources of funding may be sought including but not limited to the following:

- Grants
- PTO
- Book Fairs
- Lost Materials fees

Monies collected from these sources should be earmarked specifically to the library which raised funds. These funds should not cause a reduction in the general library budget.

#### **IV. Circulation Policy**

Individual library media centers may create their own circulation policies based on the size and need of their school.

Library users of all ages have a right to privacy. When students enter a school library, two expectations of privacy should be guaranteed:

- The right to read and borrow library materials free from scrutiny regardless of age, and
- The right to seek information and have the subject of academic and personal research remain private

However, library workers in K-12 schools are bound to federal laws that those in public libraries may not be. In addition to state laws on the confidentiality of library records, library workers who serve students and minors need to have an understanding of the federal privacy laws. For example, laws such as the Family Educational Rights and Privacy Act (FERPA) give parents or caregivers rights to access the educational records of their students in K-12. FERPA also denies parents or caregivers access to their student's records when students reach 18.

#### **V. *Procedure for Reconsideration of Library Materials***

Occasionally objections to a selection are made by someone in the school or in the community at large. No material shall be removed from circulation until a final decision has been made. The procedure is as follows:

- The principal will request that the concerned party will meet informally with the principal and designees. Any faculty using this material will also be involved. The school's selection policy will be reviewed with the complainant. If the complainant still finds the material unacceptable alternate reading materials will be provided.
- If the matter is not resolved they may fill out a Request for Reconsideration of School Library Books.
- The school library media specialist will notify the principal, assistant superintendent, superintendent and district library media specialists of request for reconsideration.
- Within 10 working days of the receipt of the completed Request for Reconsideration of School Library Books form the Superintendent or his/her designee will appoint a committee to review the material in question.
- The committee will include the following:
  - At least one teacher from the school
  - At least two parents or guardians of students in the school
  - District certified library media specialist
  - School principal, assistant principal or principal designee
  - A member of the Narragansett community selected by the Superintendent or Designee
- The committee will:
  - Have read the book in its entirety prior to discussion
  - Evaluate the material in light of the NSS Selection policy
  - Reach a decision as to the appropriateness of the material for the school library collection

- Within 45 school days of appointment, make a written recommendation to retain the material in question or remove it from the collection
- The Superintendent will review the report and inform all involved parties of the decision
- If the concerned individual is not in agreement with the committee's decision an appeal can be made to the Narragansett Superintendent within thirty days.

- 1st Reading: October 10, 1979
- Adopted: November 14, 1979
- Revised: September 19, 1990
- Reaffirmed: June 21, 2006
- Revised:
  - First Read: September 21, 2022
  - Second Read: October 19, 2022
- Reaffirmed: October 19, 2022

Narragansett School System Narragansett, Rhode Island

## Citizen Request for Reconsideration Form

- book
- magazine
- software
- record
- movie
- TV program
- pamphlet
- kit
- video
- filmstrip
- cassette
- other \_\_\_\_\_(specify)

Title: \_\_\_\_\_

- Hardcover
- Paperback

Author: \_\_\_\_\_

Publisher: \_\_\_\_\_

Request Initiated by: \_\_\_\_\_

Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

Town: \_\_\_\_\_  
\_\_\_\_\_

Zip Code:

### Complainant Represents

- Self
- Organization (name) \_\_\_\_\_

1. What would you like your school to do about this material?
    - Do not assign to my child
    - Withdraw it from all students as well as my child
    - Add the material to the collection
  
  2. Do you have a child in this school?
    - Yes
    - No
  
  3. What is your concern regarding this material? Please be specific, cite pages or examples.
  
  
  
  
  
  
  
  
  
  
  4. Why do you believe this material is appropriate or inappropriate for school use?
  
  
  
  
  
  
  
  
  
  
  
  5. For what age group would you recommend this material?
  
  
  
  
  
  
  
  
  
  
  
  6. Have you read the entire book or listened to the entire media?
    - Yes
    - No
  
  7. Are you aware of the judgment of the material by literary or educational professionals?
    - Yes
    - No
- If yes, did these sources agree with your opinion? Please list sources you read or reviewed.
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8. Any additional thoughts or comments would be welcome.