



Book	Administrative Regulations
Section	6000 INSTRUCTION
Title	Libraries/Media Centers
Code	AR 6163.1a
Status	Second Reading and Action
Cross References	BP 1312.2 - Complaints Concerning Instructional Material BP 3270 - Disposal of Books, Equipment and Supplies (Personal Property) BP 6144 - Controversial Issues BP 6146.1 - High School Graduation Requirements BP 6146.11 - Early Graduation AR 1312.2 - Challenges to Instructional Materials AR 6161.11 - Supplementary Instructional Materials E 1312.2a - Request for Reconsideration of Instructional Materials E 1312.2b - Library Bill of Rights

Guidelines

The purpose of the library collection is to serve the needs of its intended users. Selection of materials is predicated upon their being of value to the community. Each item should make a positive contribution to the collection and be of potential benefit to some of its users. A single item or several selected items may benefit one group of users and not others, or even be objectionable to others; but the totality of the collection will represent as far as possible the needs of all of its users. Materials should be selected for their strengths, not rejected for their weaknesses.

Assessment of Library/Media Collection Materials

Assessment is the foundation of collection development. Assessment of current collections at each library site is to be conducted by library personnel and used as a basis for selection and de-selection, and for long- and short-range collection development planning.

Selection Criteria

School staff should follow the selection criteria outlined in Board Policy 6163.1 when selecting library and media center materials. Selection decisions are to be based upon contributions to the total collection in terms of subject matter, point of view, quality of language and illustration, and bibliographic considerations. Contributions to the school curriculum and/or the developmental interests of the students, authority of authorship, and effectiveness of presentation are other important factors.

Responsibility for Selection

Library books and reference materials do not require committee recommendation or Board approval. The librarian or library aide at each school will select these materials, in consultation with the principal, department chairpersons and teachers as needed. Cooperative planning for collection development is encouraged. Collection development committees at the school level are recognized as an effective means of ensuring user involvement in the selection process.

Intellectual Access

The principles of academic and intellectual freedom are to be guiding principles for the development and maintenance of the district's library/media collections, within the parameters established. The library should provide access for its users to information on a broad range of topics and points of view. It should not espouse particular views or beliefs, nor should inclusion of materials in any of the collections constitute endorsement of their content or

implications.

The responsibility to represent all sides of controversial issues is recognized; individual works may represent a single viewpoint, but the collection as a whole should strive for balance.

Access to materials will not be restricted for primary users beyond the need to protect from damage or to insure availability for classroom requirements.

The right of parents or guardians to restrict the reading, viewing, or listening of their individual children is recognized. Responsibility for restriction rests with the parent and does not devolve upon the library.

Physical Access

Library facilities, resources, and equipment at each site will be physically accessible for all primary users.

Materials and equipment required to meet special needs will be provided.

Access to library facilities for secondary users is subject to the needs of primary users at each site.

The district policy for visitors in school buildings will be followed, with access to libraries subject to administrative decision.

Inter-library Loan capabilities may be made available to community users, at the discretion of the school principal and the library staff.

Gifts

Schools may accept donated materials provided they are consistent with the Selection Criteria developed by the district.

Materials not consistent with the criteria may be offered to other libraries, classroom teachers, or other patrons of the library before disposal.

Money donations will be used to purchase materials through normal selection and acquisition procedures.

Upon request, a receipt for gifts or donations, without appraisal of value, will be provided.

Donations to a school's library become the property of the school.

Reconsideration of Challenged Materials

The suitability of particular materials may be questioned by parents, teachers, or other persons or groups in the community. The Kenai Peninsula Borough School District Policy on Complaints Concerning Instructional Materials, as outlined under BP 1312.2, will be followed in the event of request for reconsideration.

Withdrawal of Materials

As items no longer appropriate for school libraries are identified, they will be withdrawn from their collections and discarded following BP 3270- Disposal of Books, Equipment and Supplies (personal property).