

## Instruction

### Library Materials Selection

The major goals of the Greenfield Community Unit libraries are to select, organize and promote the use of a broad range of communication materials and services, which are provided:

- a) to meet the individual's need for information'
- b) to help the individual attain maximum self-development through intellectual and cultural growth;
- c) to supplement both the formal and information educational experience of individuals;
- d) to encourage the use of leisure reading through library materials, services, and programs;
- e) to support the educational, governmental, cultural, and recreational activities within the community;
- f) to accommodate the library needs of a changing and dynamic community and
- g) to sustain the principles embodied in the Library Bill of Rights, and the Freedom to Read and Freedom to View statements, as enunciated by the American Library Association.

While striving to attain these goals, the library will also recognize the following general principles:

- a) The Development of ILLINET, multi-type library systems, the library resources in Greenfield permits students and teacher of this school district to have access to a wealth of information and materials. The library will seek to address the patron's primary needs and purchase materials that complement those needs.
- b) The library's collection is one that is intended to be active, useful and circulating. The criteria for weeding (i.e., the periodic discarding of library materials) are continuing accuracy, frequency of use, physical condition, and relevance. Replacements and updated editions are purchased when budget and other conditions are warranted.
- c) The library staff will, at all times, attempt to select materials that represent a wide range of viewpoints and will do its best to exercise impartiality in all selection activities, based on the needs of the library patrons.

The school library is unique among institutions as an unbiased repository for the recorded expression of thought. It must, therefore, accept responsibility for providing free access by the patrons to all points of view. However, the addition of an item to the collection in no way represents an endorsement by the library of a theory, idea, or policy contained in it. In the collection of the library, all sides of controversial issues will be presented as far as budget, space, and availability of materials allow. Selection will be based upon criteria given throughout this

policy statement. The race, religion, nationality, or political views of an author, the frankness or coarseness of language, and controversial content of an item, or the endorsement or disapproval of an individual or group in the community will not cause an item to automatically be included or excluded.

Processing and shelving of materials in no way reflects a value judgment of the materials. There will be no labeling of items or of catalog cards to indicate a point of view or bias. All materials, with the exception of some local, state, or government documents, will be shelved in their proper order on open shelves.

- d) Children are not limited to materials in the juvenile collection, although juvenile collections are kept together to facilitate use. The library assures free access to its holdings to all patrons who are free to select or reject for themselves any item in the collection. Responsibility for materials selected for a child must rest with his or her parent or guardian, not with the library.
- e) In addition to the requirements of the general school population, materials will be selected to meet the needs of such groups as teachers, speech club, art club, etc.
- f) Criteria which are used, where applicable, in materials selection are listed below in alphabetical order:

- Appropriate physical form
- Artistic excellence
- Award-winning or "Classic" titles
- Current interest
- Curricular enrichment
- Entertaining presentation
- Favorable reviews in reviewing sources
- Inclusion in indexes or bibliographies
- Intended age and reading/listening/viewing level
- Patron requests
- Price
- Relation to other materials in order to maintain impartial but comprehensive collection
- Subject area and collection-development value
- Technical value
- Value as a source/reference materials

- g) A "Request for Reconsideration of Library Material" form (copy attached hereto and made a part hereof) is available to all patrons, parents, and guardians for comments concerning the presence or absence of any library material. A review process for all reconsideration forms has been established.

h) The following are available at the library upon request:

- Library Bill of Rights
- Freedom to Read Statement
- Freedom to View Statement

The Materials Selection Policy is approved and endorsed as the official policy of the Greenfield Community School District by the Board of Education

**Request for Reconsideration of Library Material**

Author/Composer/Performer \_\_\_\_\_

Title \_\_\_\_\_

Hardcover \_\_\_\_\_ Paperback \_\_\_\_\_ Recording \_\_\_\_\_

Periodical \_\_\_\_\_ Pamphlet \_\_\_\_\_ Other \_\_\_\_\_

Request initiated by \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

City \_\_\_\_\_ ZipCode \_\_\_\_\_

Citizen represents: Self \_\_\_\_\_

Organization \_\_\_\_\_ Name \_\_\_\_\_

Other \_\_\_\_\_ Name \_\_\_\_\_

Are you familiar with the school district’s material selection policy, the Freedom to Read and Freedom to View statements? (If no, copies are available in the high school library).

Yes \_\_\_\_\_ No \_\_\_\_\_

What portion of the materials do you wish reconsidered? (Please be specific: cite pages, song, band number, etc.)

\_\_\_\_\_  
\_\_\_\_\_

Why to you wish it to be reconsidered? \_\_\_\_\_

\_\_\_\_\_

For what age group would you recommend this material?

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What are the good or worthwhile aspects of this material?

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Did you read/hear/view the entire work? \_\_\_\_\_

If not, what parts are you familiar? \_\_\_\_\_

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What do you believe is the purpose or theme of the material? \_\_\_\_\_

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What would you like the library to do with this material?

- \_\_\_\_\_ Re-examine/re-review it.
- \_\_\_\_\_ Restrict its use.
- \_\_\_\_\_ Withdraw it from the collection.

Can you recommend material that would convey the same value and perspective of our society that the library could consider for purchase?

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**SIGNATURE**

ADOPTED: July 19, 2004