

SECTION: PROGRAMS

TITLE: MEDIA CENTERS

ADOPTED: January 11, 1999

REVISED: (REVIEWED KEEPING AS IS 12/2/14)

# ***DERRY AREA SCHOOL DISTRICT***

No. 109 MEDIA CENTERS	
1. Purpose	<p>The purposes of Derry Area School District's media centers are to:</p> <ol style="list-style-type: none"> <li>1. Further the district's educational aims and programs as it strives to meet the needs of students, faculty and administration.</li> <li>2. Provide materials and services that are meaningful to students' growth and development as individuals, as well as meeting their curricular and recreational needs.</li> <li>3. Stimulate and guide students in all phases of their reading development so that their pleasure, critical judgment, and appreciation are increased.</li> <li>4. Help students learn to use media centers and materials skillfully and discriminatingly for their benefit now as students and later as adults seeking self-education.</li> <li>5. Promote, participate in, and provide materials for programs that stimulate the professional and cultural growth of the faculty and administration.</li> <li>6. Work with teachers in the selection and use of all types of materials which contribute to the teaching program.</li> <li>7. Cooperate and participate with the administration and faculty in the school's program for strengthening and improving the effectiveness of the school's curriculum through continuing revision.</li> </ol>
2. Definition	<p>The word materials in this statement of policy encompasses:</p> <ol style="list-style-type: none"> <li>1. Print materials – books, magazines, pamphlets, newspapers, documents, brochures, study prints, art prints, etc.</li> </ol>

	<p>No. 109 MEDIA CENTERS</p> <p>2. Non-print materials – phonograph records, cassettes, tapes (audio), video software, computer software, multi-media kits (combinations of filmstrips/cassettes/records, etc.), slides, filmstrips, transparencies, microfilms, models, regalia, etc.</p>
3. Responsibility	<p>The Board is legally responsible for the purchase of all materials, but it delegates the responsibility for the selection of the materials to the district’s librarians.</p> <p>Librarians, using the power delegated to them by the Board, select the materials purchased in their buildings. Included in these purchases may be materials initially recommended by students, administrators, and faculty. These selections are made in accordance with the purposes stated and the criteria listed. Selection shall be based on their knowledge of the strengths and weaknesses of each building’s collection, understanding of the school’s curriculum, and skillful use of standard materials selection tools. Whenever possible, the process of selection will be assisted by direct examination of the material under consideration for purchase.</p>
4. Guidelines	<p>SELECTION CRITERIA</p> <p>The media centers’ policy shall be to buy the best materials possible in order to develop, within budgetary limitations, a well-rounded collection in accordance with the purposes stated. To ascertain that this takes place the following criteria have been established.</p> <p><u>General criteria for all materials</u></p> <ol style="list-style-type: none"> <li>1. Permanent or timely value.</li> <li>2. Accuracy.</li> <li>3. Authoritativeness.</li> <li>4. Appropriateness to curricula.</li> <li>5. Suitability to grade level.</li> <li>6. Appropriate reading levels.</li> </ol> <p><u>Additional criteria for print materials</u></p> <ol style="list-style-type: none"> <li>1. Clear presentation and readability.</li> <li>2. Fiction (elementary and secondary levels).</li> </ol>

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- a. Books are considered individually to determine if they present life truthfully and convey a feeling of integrity; present characters which are real rather than stereotyped; show the creative and effective use of language; exhibit clarity and vitality; and provoke thought.
- b. Since students vary widely in ability and background, the books selected will vary in content and reading difficulty.
- c. All books are purchased in the belief that they will encourage students to develop their reading ability to its fullest potential.

3. Fiction (secondary level).

- a. Readable adult titles that are keyed to the young adult's needs and interests may be selected. Titles written specifically for young adults naturally are included in the collection.

Additional criteria for non-print materials

1. Imaginative presentation capable of attracting and holding attention.
2. Satisfactory visual image.
3. Clear, intelligible sound reproduction.
4. Synchronization of sound and visual image.
5. Aesthetically pleasing format.

Whenever possible, materials shall be previewed by the building librarian and the appropriate department head or faculty member(s) before recommendation for purchase is made.

Recommendations

Students' suggestions are encouraged, but are evaluated by the librarians in the light of the stated criteria.

Faculty members, both as individuals and as committees and/or departments, may recommend to their building librarians those materials which they feel are worthwhile additions to the collection. Their selections shall be based upon knowledge of their own subject areas and the evaluative criteria.

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### Selection Tools

The following selection tools are consulted in the choice of materials but selection is not limited exclusively to those cited:

- The Book Report
- Booklist . . .
- The Elementary School
- Library Collection
- Gateways to Readable Books
- High School Catalog
- Junior High School Catalog
- Library Journal
- Magazines for School Libraries
- Media and Methods
- School Library Journal
- Wilson Library Bulletin

Multiple copies of materials of outstanding worth may be purchased when warranted by use and need.

Monitoring of the collection is essential to keep the media centers free of materials which have out lived their usefulness. In general, materials will be considered for discarding for any or all of the following reasons:

1. The material is no longer considered accurate or up-to-date.
2. The material is in such poor physical condition that it is unusable in its present state and cannot be repaired or rebound.
3. The material seldom circulates.

A yearly inventory of each media center's resources will be conducted in May or June to determine:

1. The number of materials lost, stolen or worn out which may warrant replacement in the collection.
2. The collection's strengths and weaknesses so that the librarians can use this knowledge to plan future purchases and to make the best use of allocated library funds.

<p>Pol. 702</p>	<p style="text-align: center;">No. 109 MEDIA CENTERS</p> <p style="text-align: center;">QUESTIONED MEDIA</p> <p>In a free society, from time to time, a citizen or citizens may take exception to the inclusion of certain materials in the library. If and when the situation occurs, these procedures shall be followed.</p> <ol style="list-style-type: none"> <li>1. Citizens of the school community may register their complaints in writing to the Board, using the appropriate forms available from each building principal.</li> <li>2. These complaints shall be reviewed by the principal, librarian, and any other professional so designated by the Superintendent.</li> <li>3. The results of this investigation shall be made known to the person(s) initiating the action.</li> <li>4. The Board shall be informed of the initial action and resulting investigation.</li> <li>5. An appeal of these decisions shall be the responsibility of the Board.</li> </ol> <p style="text-align: center;">GIFTS</p> <p>Gifts of money and print or non-print materials shall be accepted only when the donor does not place restrictions or conditions of any kind on the gift.</p> <p>The librarians have the right to reject the offer if the gift does not meet the standards set forth in this policy or does not relate to the purposes of the media centers or curriculum.</p> <p style="text-align: center;">MEMORIAL BOOKS</p> <p>Purchases of memorial books initiated by the Board or the administration rather than by a private individual from the community shall be purchased with money from regular funds. The administration shall notify each librarian when books are to be so purchased and processed.</p> <p>Memorial books purchased with district funds shall be selected at the discretion of the librarian in whose building the book will be placed unless other specific directions are issued by the Board.</p> <p>Memorial books shall have book plates placed in them stating the donor and memoriam.</p> <p>Letters stating the title and nature of the chosen memorial book shall be sent to the donor and the family of the deceased by the librarian, with an additional copy to the Superintendent's office.</p>
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