

**SELECTION OF SCHOOL LIBRARY MATERIALS**

School and classroom libraries support the educational program of the school. In addition, school and classroom libraries should develop reading skills, literary taste, and discrimination in choice of materials and should provide instruction in the use of books and libraries. The school and classroom libraries should contribute to the development of social, intellectual, and moral values of the students.

The responsibility for the selection of library books and media is delegated to school librarians with the approval of the principals. If a professionally trained librarian is not employed by the school, the responsibility will rest with the library media technician, who will work with the principal, teachers, and district library personnel to select appropriate materials. The responsibility for the selection of books for a classroom library will be delegated to the classroom teacher in consultation with the principal.

**Objectives of the Library Collection**

Specific objectives of a school library collection are as follows:

1. To provide resource materials, including digital, for teachers and teaching tools and materials to implement the curriculum.
2. To provide a balanced collection to include titles representative of all areas of the curriculum.
3. To provide students materials that will be most meaningful in their growth and development as individuals.
4. To provide materials that will meet the needs of differing age groups, levels of maturity, cultural backgrounds, and interests.
5. To provide materials to stimulate reading and growth in critical judgment and appreciation.
6. To provide materials and an atmosphere to help students become skillful and discriminating users of libraries and of printed and digital materials.
7. To provide materials that will help students develop a wide range of significant and helpful interests.
8. To provide materials that will promote an aesthetic experience and help develop an appreciation of the arts.
9. To provide materials that will help students make satisfactory personal adjustments and acquire desirable social attitudes.
10. To provide technology which will assist students in assessing, retrieving, and utilizing materials.
11. To provide a variety of materials to meet recreational and enrichment needs of students.

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12. To provide materials that will encourage the habit of personal investigation.
13. To encourage lifelong education through the use of library resources.

**Criteria for Selection of Library Materials**

The following criteria will be considered in the selection of books and other reading materials:

1. Authority - Authoritative author and reliable publisher.
2. Scope - Overall purpose of materials and treatment of subject.
3. Accuracy - Factual accuracy of materials.
4. Timeliness - Current or permanent value.
5. Relevancy - Usefulness in supporting the curriculum.
6. Potential Use - Subject interest, demand, and importance to the collection.
7. Style - Literary quality, readability, suitability for the age level, and appeal to students for which it is intended.
8. Format - Paper, print, illustrations, and binding of good, attractive quality.
9. Special features - Index, bibliography, illustrations, and other helps.
10. Recommendations - First-hand evaluation or recommended by one or more reliable reviewing media.

In addition to these factors, the following will be considered when choosing digital materials:

1. Technical quality - Tone fidelity, clarity of focus, effective use of color, and synchronization of sound and image.
2. Physical characteristics - Ease in handling, durable, and attractive packaging.
3. Flexibility - Potential for extensive use in many curriculum areas.
4. Supporting material - Pertinent accompanying materials for students and a teacher's guide.
5. Training for effective use.

Books for recreational reading are an important part of a school library collection and will be

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selected to represent a well-rounded collection which is keyed to young people's need, interests, and level of maturity.

**Gifts**

All gifts will be subjected to the same critical examination and criteria used in evaluating other materials recommended for purchase. No book or publication whose primary purpose is dissemination of propaganda shall be added to the library collection. Advertising through library materials is not acceptable. Final selection and acceptance for use shall be at the discretion of the professionally trained personnel who will make a recommendation to the Board. Teachers should use the criteria outlined in this regulation to determine the suitability of donated books before including them in a classroom library.

**Controversial Material**

Freedom of speech and free access to information are a cherished part of the democratic process and contribute to free discussion of controversial issues. Materials on controversial issues shall be presented by both sides of the issue and an attempt will be made to meet these additional criteria when selecting them:

1. Concepts are presented which are suitable to the ability and maturity of the students.
2. The sources, purposes, and points of view of the material are readily identifiable.
3. The material is free of stereotype role description and/or sexist bias.

While individual publications used in a study may be one-sided, the total material presented should provide a balanced view of the topic.

Special consideration should be given to the selection of materials on the following subjects:

1. **Religion:** Factual, unbiased material which represents all major religions of the world should be available.
2. **Ideologies:** Libraries should make available basic factual information on the level of its reading public on any ideology of philosophy which exerts a strong force, either favorably or unfavorably, in government, current events, politics, education, or any other phase of life.
3. **Sexual Incidents:** Materials presenting incidents on sex should be subjected to a test of literacy merit. While the sensational or over-dramatic should not be included, the fact of sexual incidents appearing should not automatically disqualify a book. Such episodes should be objective, accurate, simple in presentation, and in good taste, and the books should be of literary value.
4. **Obscenity, vulgarity, and profanity:** Books which contain profanity are not a

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desirable addition to the school collection; however, if the use of profanity in some mature fiction is necessary for the development of character or situation, opens a clearer vision of life, develops understanding of other people, or breaks down intolerance, then the librarian will exercise judgment as to whether the total merit and the literary quality of the book itself transcend the objectionable passage.

5. **Science:** Medical and scientific knowledge should be made available without any biased selection of facts.

It is the right and responsibility of teachers and librarians to select reading material which will comprise a carefully balanced, complete collection.

**Student Responsibility for Lost or Damaged Materials**

When a student returns a library item which is damaged beyond repair or if the item is not returned, the student and parents/guardians shall be billed for the full replacement cost of the book. The replacement cost is determined by using the current issue of Books in Print.

When an item receives minor damage and may be repaired, a partial charge may be made, e.g., a charge for the rebinding of the book.

Payments received for lost and damaged materials will be deposited in the "Library Book Replacement" account.

If a lost library item is found and returned in good condition, a full refund will be made following district accounting procedures.

**Reconsideration of Library Materials**

Any parent/guardian, resident or employee of the District may raise objection to materials available in the District's libraries.

The following procedures have been established to provide a system for receiving, considering, and acting upon complaints regarding instructional and library materials.

**School Level Response**

The staff member receiving a complaint regarding instructional material shall try to resolve the issue informally.

If, after private counseling, the complainant desires to file a formal challenge, the principal or designee will direct the complainant to Complaints Regarding Instructional Materials located at [imrc.capo.school](http://imrc.capo.school).

**Instructional Material Review Committee Review**

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The Instructional Materials Review Committee will make the final decision on challenged materials.

Access to challenged material will not be restricted during the reevaluation process. Individual students, with parent request, may be assigned alternative materials of equal merit.

Prior to the meeting where the materials will be reviewed, copies of the written complaint will be distributed along with reputable, professionally prepared reviews of the materials. Copies of the challenged material will be distributed, if available. Otherwise, arrangements will be made for all members of the committee to examine and study the material. If a book is being challenged, all the committee members will be expected to read the book prior to the first meeting.

**The Review Process**

In deliberating its decision, the Instructional Materials Review Committee should remember that the school system must be responsive to the community it serves; therefore, the committee must distinguish between broad community sentiment and attempts to impose personal standards. The main criteria for the final decision is the appropriateness of the material for its intended educational use (AR 6163.1 and BP 6163.1). A simple majority vote will determine the decision.

The committee's final decision may be that the material:

1. Be continued for general circulation or assignment to students.
2. Be circulated or assigned to students only after parental permission is obtained.
3. Be removed from general circulation or assignment to students.

The written decision and its justification shall be forwarded to the superintendent's designee, to the complainant, and to the schools affected by the decision. The decision of the committee is final and will apply to any challenges that are made in regard to the same materials at any District school site (if same grade range).

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**CAPISTRANO UNIFIED SCHOOL DISTRICT**  
San Juan Capistrano, California