

Updated December 2013

LIBRARY SELECTION POLICY

Solomon Schechter Day School of Greater Boston

OBJECTIVES

The Library (Aaron Kushner Library, K-3, Jay Orlin Library, 4-8) exists to provide a balanced, diverse, age appropriate, and appealing collection of both General and Judaic materials and educational resources in a variety of formats that are necessary to implement the philosophy of the School. It provides these materials to primarily support the curriculum, enrich the students and respect their unique and individual learning needs and offer resource material for the faculty.

The Selection Policy is guided by and reflects the principles of intellectual freedom as expressed in the American Library Association's *Library Bill of Rights*, a copy of which is appended to and made a part of this policy.

RESPONSIBILITY FOR SELECTION

The Librarians have the responsibility for coordinating selection of materials with final approval of the Headmaster or the Principal of each division. The Librarians will choose materials that are concurrent with the interests and needs of the School's community based on the Librarians' knowledge of the units of study, educational philosophy, developmental aspects and concerns of the students in the School and the resources currently available in the Library. The Librarians will be assisted by suggestions from administrators, faculty, students and parents.

CRITERIA

The Librarians will choose materials for inclusion based on consideration of the following evaluative criteria:

- Materials shall support and be relevant to the School's curriculum and philosophy and the interests of students.
- Materials shall meet high standards of quality in factual content, accuracy, organization and presentation.
- Materials shall be appropriate to the age, emotional, social and instructional level of the students.
- Materials shall have aesthetic and literary appeal.
- Materials chosen shall have favorable reviews found in standard selection sources.
- Materials chosen shall have favorable recommendations based on preview and examination of materials by professional personnel.
- Materials chosen shall be by reputable and competent author and/or publishers.
- Materials chosen shall foster respect for all groups in our School community.

PROCEDURES

In order to keep a well-balanced, up-to-date, appealing and developmentally appropriate collection, acquisition of resources will be made systematically:

1. In selecting materials to purchase, the Librarians evaluate the existing collection to make sure that the curricula needs of the School and the interests of the patrons are met. The Librarian is constantly seeking current materials to fill shortages of materials revealed when classes and individuals use the library.
2. The Librarians are aided in the selections by use of reputable, unbiased, professionally prepared selection tools. Such tools include professional periodicals (*School Library Journal*, *The Horn Book*, *Instructor*, *Association of Jewish Librarians Newsletter*), special bibliographies from the local public library and neighboring school libraries, and professional book lists obtained from the Internet.
3. The widest participation in purchase suggestion is encouraged for the staff, students and parents. The Librarians attend staff meetings to hear directly from the staff what units they will be studying and to find out what their information needs are. On a casual basis, in the hall or during class conversations, the Librarians make note of which areas the staff and students are interested in. It is possible to submit a request in written form to the Librarians. The Librarians will evaluate the request before a purchase is made. (Form follows)
4. When possible, the Librarians arrange for a first-hand examination of items to be purchased.
5. The Librarians may choose the dealer with whom she wishes to purchase keeping in mind that a fixed budget requires the best prices available. All orders are submitted on standard Solomon Schechter Day School purchase order or request for check forms. The principal signs these forms before purchase. If the Librarian sees a resource while at a store and deems it a necessary inclusion into the School's collection and a standard form has not been filed, she may use personal funds to purchase the item and submit a request for check form. It is possible for the Librarians to order materials at any time throughout the school year.
6. A continuous procedure of weeding, preventive maintenance and repair of materials and purchase of worn or missing materials is in place.
7. Duplicate items of frequent use will be purchased as needed.
8. The Libraries welcome gifts of books and other materials provided that meet the same standards of selection for the collection and that can be integrated in the general library collection and do not need special housing. The Librarians may dispose of the gift at their discretion. A special bookplate will be placed in the front cover of the material to recognize the giver. The Libraries also welcome monetary donations for the purchase of items in the collection. A letter of acknowledgement (in honor of/in memory of) will be written to the person receiving the donation.
9. The Librarians may accept commercially sponsored materials provided that they meet the same standards as those applied to the selection of materials for the collection.

REQUEST FOR RECONSIDERATION OF MATERIALS

The Solomon Schechter Day School recognizes the rights of individuals within the school community to question particular materials included in the Library collection. Should this occur, specific steps for handling complaints will be observed. No materials whose appropriateness is challenged shall be removed from the School except upon recommendation of a Reconsideration Committee. This Committee will include the headmaster, principals, two librarians and one member of the school teaching staff and one PTA representative both appointed by the building principal.

- All complaints to Librarians shall be reported to the building principal involved.
 - The principal shall contact the complainant to discuss the complaint and attempt to resolve it informally by explaining the philosophy and goals of the school.
- If the complaint is not resolved informally, the complainant shall be supplied with a packet of materials consisting of the school's instructional goals and objectives, materials selection policy statement, and the procedure for handling objections. This packet will also include a standard printed Request for Reconsideration of Material form (Form follows), which shall be completed and returned before consideration will be given to the complaint.
- Upon receipt of a completed objection form, the principal in the building will convene the Reconsideration Committee.
- The Committee shall meet to discuss the materials. The review of questioned materials shall be treated objectively and as an important matter bearing in mind the broad principles of the freedom to learn and to read. The questioned materials should be studied thoroughly, checked by consulting standard evaluation aids and local holdings in other schools. Passages or parts should not be pulled out of context. The opinions should be based on the materials as a whole. The best interest of the students, the curriculum, the school and the community shall be of paramount consideration.
 - The Committee shall prepare a report on the material containing its recommendation on disposition of the matter.
- The principal shall notify complainant of the decision. If the Committee decides to keep the work that caused the complaint, the complainant shall be given an explanation. If the complaint is valid, the principal will acknowledge it and make recommended changes.

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 19, 1939. Amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967 and January 23, 1980; including of "age" reaffirmed January 23, 1996 by the ALA Council.

"Library Bill of Rights," American Library Association, June 30, 2006.

<http://ala.org/advocacy/sites/ala.org.advocacy/files/content/intfreedom/librarybill/lbor.pdf>

(Accessed October 8, 2013)

MATERIALS REQUEST FORM

Requested by:

Date:

Please list specific recommendation:

- Author
- Title
- Publisher/Producer
- ISBN if known
- Copyright Date
- Type of media requested, e.g., book, CD-ROM, DVD
- Review Source

Appropriate Grade Users:

Curriculum uses include:

Staff/Student uses include:

I would like this item in our library because:

REQUEST FOR RECONSIDERATION OF MATERIALS FORM

Title:

Author:

Type of Material:

Request initiated by:

Telephone:

Representing:

Address:

Other

1. Have you seen or read this material in its entirety?
2. What brought this material to your attention?
3. To what in the material do you object? (Please cite specific passages, pages, etc.)
4. What do you feel might be the result of using this material?
5. For what age group would you recommend this material?
6. Do you feel there is any value in this material?
7. What action do you recommend that the School take on this material?
8. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?
9. Other comments: (If sufficient space is not provided, attach additional sheets. Please sign your name to each additional statement.)

Signature of Complainant:

Date: