



Book	Policy Manual
Section	2000 Series - Instruction
Title	Copy of Library/Media Center Materials
Number	2500
Status	Policy Committee Review
Adopted	June 11, 2018

The school library/media center has the primary objective of implementing and supporting the educational programs of the District and is the principal location for students to inquire, to study and evaluate, and to gain new maturity and understanding. Caldwell School District No. 132 Board of Trustees delegates authority to the Superintendent/designee to determine the initial selection of the library/media center collection and to provide a wide range of materials on all appropriate levels of difficulty, with diversity of appeal, and the presentation of different points of view. The Board also recognizes the students' First Amendment constitutional rights and reaffirms the principles of intellectual freedom.

SECTION 1. GUIDELINES

1.1 Maintaining a Comprehensive Library/Media Center

1.1.1 Pursuant to Idaho State law, the Board has the duty and responsibility to equip and maintain a suitable library/media center and to exclude there from all materials of a sectarian nature.

1.1.2 School and classroom library/media materials are provided primarily for use by Caldwell School District No. 132 students and staff.

1.1.3 Individuals who check out materials are responsible for the care and timely return of those materials.

1.1.4 Use of library/media center materials by individuals outside of the District is prohibited except when interlibrary loan agreements with other libraries exist.

2.1 Gifts or Donated Materials

2.1.1 Sponsored or donated materials may be added to the collection based on the same criteria as purchased materials.

2.1.2 The librarian/media specialist may accept gifts with the understanding that those enriching the collection will be retained and others disposed of depending on the needs and best interest of the schools.

2.1.3 Any gifts of money will be used to support the library/media center program.

3.1 Selection Criteria

3.1.1 Selection of library/media center materials will be made by school librarians/media specialists who will:

- Consider the needs of teachers and students.
- Follow the accreditation standards and procedures set forth by the Idaho State Board of Education.
- Provide for the needs of the individual school based on knowledge of the curriculum, the existing collection and requests from students, parents and school personnel.

- Provide materials of high artistic, historic and literary quality.
- Provide a balanced collection, with a fair proportion of each type of material selected to meet the needs of the curriculum, the students and professional staff at all levels.
- Provide materials for students with a wide range of skills and abilities as well as materials with diversity of appeal and different points of view.
- Provide fair and objective presentations of sensitive subjects at the age appropriate level for which selected.
- Provide materials on the basis of overall purpose; timeliness or permanence; importance of the subject matter; appropriateness to the subject matter and intended audience; quality of the writing and production; readability and popular appeal; authoritativeness; format and price; reputation and significance of the author, artist, composer, producer or publisher.

4.1 Weeding/Deselection

4.1.1 When materials no longer meet the criteria for selection, they shall be weeded.

4.1.2 Deselection is a key part of assessing the library/media center collection for relevancy.

4.1.3 Weeding is done on a continual basis in accordance to the guidelines outlined in the Idaho School Librarian's Information Manual.

5.1 Removal or Alteration of Materials

5.1.1 Any individual may challenge the selection of materials for the library/media center pursuant to the Materials Removal Procedures for Library/Media Centers - 2500P2 (Form 2500F1).

5.1.2 Any decision to remove a book, material, or resource from a school library will be content neutral and based on a legitimate exercise of control over pedagogical matters.

5.1.3 Prior to removing a book or resource from a school library, other less restrictive measures will be considered, such as placing the item in question on reserved or restricted status.

5.1.4 Censorship based on the content of a book or resource is considered an extreme measure.

5.1.5 Deletion, excision, alteration, editing, or obliteration of any part(s) of library materials may be in violation of the copyright provisions of the United States Code.

6.1 Overdue, Lost, or Damaged Materials

6.1.1 To maintain and protect the Library/Media Center collections, the following guidelines will be followed:

- Fines will be assessed for damaged or overdue materials.
- If an item is reported lost, the replacement cost of such item will be charged.
- If a lost item is found, the replacement cost will be refunded.

2500F1 Library Media Center Materials Reconsideration Request
2500F2 Recommendation by School Media Advisory Committee

Legal

Idaho SLIM; School Librarian's Information Manual (Idaho Department of Education, 2004)

IDAPA Rule 08.02.02.140 (140.03, 140.04) Accreditation

Idaho Code § 33-601 Real and personal property – Acquisition, use or disposal of same

Idaho Code § 33-512(8) Governance of Schools

Idaho Code § 33-2610 Donations

Idaho Code § 33-119 Accreditation of Secondary Schools

Board of Educ., Island Trees, Etc. v. Pico, 102 S.Ct.2799 (1982)

2500F1 Library Media Center Materials Reconsideration Request Form - April 2018.pdf (30 KB)

2500F2 Recommendation by School Media Advisory Committee - April 2018.pdf (24 KB)

Last Modified by Yvonne Schaecher on November 28, 2018