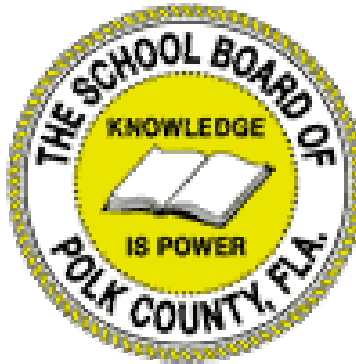


# **Selection Policy and Procedure Handbook For School Educational Library Media**

Including Procedures for Examining and  
Challenging Library Media Materials



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## **The School Board of Polk County**

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Gail F. McKinzie  
Superintendent of Schools

### **School Board**

Frank J. O'Reilly  
District 1

Brenda C. Reddout  
District 4

Lori Cunningham  
District 2

Kay Fields  
District 5

Hazel Sellers  
District 3

Margaret Lofton  
District 6

C.J. "Jack" English, III  
District 7

School Board Adopted 2006

# APPENDIXES

## Letter

## Item

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# Appendix A

## School Library Media Committee Verification Form

August 20\_\_ to June 20\_\_

This committee shall consist of at least nine people, but not more than fifteen. Upon completion of in-service on the Selection and Procedure Handbook for School Educational Media, each committee member shall sign verification of having received this instruction.

School Name: \_\_\_\_\_

Signature of Principal or Assistant Principal of Curriculum (Middle or High):

\_\_\_\_\_

Signature of Library Media Specialist(s):

\_\_\_\_\_

\_\_\_\_\_

Signature of Teachers (at least two - at least one Language Arts teacher):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signatures of Parents or Community Representatives (at least two):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signatures of Students (when appropriate: grades 6-12):

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

In-serviced by: \_\_\_\_\_

This form to be returned to District Library Media Services by September 1

## Appendix B

### REQUEST FOR EXAMINATION OF MEDIA

(Please fill in all applicable information.)

**Books - Before bringing a challenge to a book found at your location, the complainant must read the book in its entirety before the principal can complete paper work.**

**Audiovisual materials - An audio/visual item must be viewed or listened to in its entirety before paperwork can be completed and accepted by the principal.**

Author \_\_\_\_\_

Title \_\_\_\_\_

Publisher or Producer (if known) \_\_\_\_\_

Date of Publication or Production \_\_\_\_\_

Type of Media (book, video) \_\_\_\_\_

Request Initiated by \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_

School in which item is used \_\_\_\_\_

**Have you read, viewed, or listened to this material in its entirety?**

\_\_\_ **yes** \_\_\_ **no**

1. What first prompted your concern? \_\_\_\_\_

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

(If you need additional space, please attach pages to this form and sign your name to each additional page.)

2. To what in the material do you object? (Please be specific; cite pages, frames, etc.)

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

3. What do you believe is the theme or purpose of this material? \_\_\_\_\_  
\_\_\_\_\_
4. Why do you believe this material is inappropriate for school use? \_\_\_\_\_  
\_\_\_\_\_
5. Do you perceive any value in the use of this material? \_\_\_\_\_  
\_\_\_\_\_
6. Would you recommend this media for another age? \_\_\_\_\_ yes \_\_\_\_\_ no  
If so, what age or grade? \_\_\_\_\_
7. In its place, would you care to recommend other material that would accomplish the objective intended in the original medium? \_\_\_\_\_  
\_\_\_\_\_

Date \_\_\_\_\_

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Phone \_\_\_\_\_

(Please return completed form to the school principal.)

# Appendix C

(PLEASE USE SCHOOL LETTERHEAD)

Date

Mrs. Mary Jones  
100 Central Avenue  
Bartow, Florida 33830

Dear Mrs. Jones:

I have received your request for examination of (type of material), title by author. The district policy for examination of media allows me to convene the School Library Media Committee for this purpose.

I have called a meeting of the School Library Media Committee for date at time in the \_\_\_\_\_ . You are invited to attend this meeting as an interested observer.

In compliance with district policy, each committee member will read, view, or listen to the media and complete Checklist for Library Media Committee's Evaluation of School Media. The committee will then determine if the media will be retained in the school and will report the decision to me.

If you have any questions about this meeting, please contact me at school phone number.

Sincerely,

Principal

cc: Senior Director  
Senior Coordinator of Library Media Services

## Appendix D

(PLEASE USE SCHOOL LETTERHEAD)

Date

*Inside Address of Committee Members*

Dear \_\_\_\_\_:

A request has been submitted for the examination of title, by author, at school name.

The district policy for examination of material instructs me to convene the School Library Media Committee. The meeting will be held on date at time in the place.

As a committee member, you will need to read, listen, and/or view this material and complete the attached checklist before we meet. As you work through the checklist, you may find some questions which do not apply to this medium; mark these "N.A." for not applicable. You may find some questions which you cannot answer; mark these D.K. for don't know. Enclosed are copies of the "Examination of Media" policy along with the aforementioned materials.

Thank you for serving on this very important committee.

Sincerely,

Principal

## Appendix E

(PLEASE USE SCHOOL LETTERHEAD)

Date

*Inside Address*

Dear \_\_\_\_\_:

On date committee met, the School Library Media Committee met regarding title, by author. The committee voted to (retain/remove) title (in/from) school name.

I am enclosing a copy of the agenda, which lists the committee members. I am sorry that you were unable to attend the meeting.

We appreciate your concern, and we hope you will continue to support our goal of providing quality education for all children.

Sincerely,

Principal

cc: Senior Director  
Senior Coordinator of Library Media Services

## Appendix F

### SAMPLE LETTER TO SUPERINTENDENT

(PLEASE USE SCHOOL LETTERHEAD)

Date

#### MEMORANDUM

**TO:** \_\_\_\_\_, Superintendent  
\_\_\_\_\_, Senior Director  
\_\_\_\_\_, Senior Coordinator, Library Media Services

**FROM:** (*Principal's Name*) \_\_\_\_\_

**SUBJECT:** School Library Media Committee Decision

On date, the School Library Media Committee met and voted to (retain/remove) *the*  
type of media, title, school name.

A copy of the agenda, which lists the committee members, checklists and ballots, is enclosed.

The complainant(s) has been notified of the committee's decision.

# Appendix G

## AGENDA School Library Media Committee in Session for Examination Request

Title of Material: \_\_\_\_\_

Date of Committee Meeting: \_\_\_\_\_

Introductions of Committee Members (Name)

Review of Procedure and Committee Expectations (Name)  
District's Appeal Policy/Procedure  
Purpose and Charge to Committee

Ground Rules for Committee (Name)

Compilation of Examination Checklists (Name)

(Two committee members can do this while the committee reads the Examination Request Form.)

Review of Concerns (Name)  
Individual Study of Concerns  
Questions/Responses by Committee Members

(Sufficient time and discussion should be provided to ensure all members feel they understand the concerns of the complainant.)

Review of Literary Criticisms (Name)  
Individual Study of Any Additional Literary Reviews  
Questions/Responses by Committee Members

Responses from Committee (Name)  
Each an Opportunity to Speak  
Each on a Voluntary Basis

Vote by Signed Ballot or Roll Call (Name)

## Appendix H

Directions: Please fill out before meeting:

### CHECKLIST FOR LIBRARY MEDIA COMMITTEE'S EVALUATION OF SCHOOL MEDIA

Title \_\_\_\_\_

Author \_\_\_\_\_

If the question does not apply to the media under consideration, please write NA for not applicable.

1. What is the overall purpose, theme, or message of this material? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. Is the purpose accomplished? \_\_\_\_\_ yes \_\_\_\_\_ no
3. This medium is suitable for:  
\_\_\_\_\_ Pre-K                      \_\_\_\_\_ 4-6                      \_\_\_\_\_ 10-12  
\_\_\_\_\_ K-3                              \_\_\_\_\_ 7-9                              \_\_\_\_\_ Adult
4. Will the reading, listening, or viewing of this material result in more compassionate understanding of human beings? \_\_\_\_\_ yes \_\_\_\_\_ no  
How? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. Does it offer an opportunity to understand and appreciate better the aspirations, achievements, and problems of different cultures and/or minority groups without stressing differences of class, race, color, sex, education, religion, or philosophy in any adverse way? \_\_\_\_\_ yes \_\_\_\_\_ no  
How? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. Are questionable elements of this media an integral part of a worthwhile theme or message?  
\_\_\_\_\_ yes \_\_\_\_\_ no  
Why not? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. Does this material give a new dimension or direction to its subject?  
\_\_\_\_\_ yes \_\_\_\_\_ no
8. Does this material support and promote the educational goals and objectives of the Polk County Public Schools? \_\_\_\_\_ yes \_\_\_\_\_ no



**Appendix I**

**BALLOT**

Date:

School Name: \_\_\_\_\_

\_\_\_\_\_ I vote to retain TITLE

\_\_\_\_\_ I vote to remove TITLE

\_\_\_\_\_  
Signature of Committee Member

**Appendix J**

**Name of Elementary School  
Polk County Schools**

To Whom It May Concern:

\_\_\_\_\_ **has** my permission to view the movie,

Name of student

\_\_\_\_\_  
Movie Title

As a parent/guardian, I acknowledge that I am aware the movie carries a **PG** rating. I also understand that this movie is for instructional purposes tied to curriculum objectives.

\_\_\_\_\_  
Signature of parent/guardian

\_\_\_\_\_  
Date

\*\*\*\*\*

**Name of Middle School  
Polk County Schools**

To Whom It May Concern:

\_\_\_\_\_ **does not** have my permission to view the movie,

Name of student

\_\_\_\_\_  
Movie Title

As a parent/guardian, I acknowledge that I am aware the movie carries a **PG-13** rating. I also understand that this movie is for instructional purposes tied to curriculum objectives.

\_\_\_\_\_  
Signature of parent/guardian

\_\_\_\_\_  
Date

**Appendix K**

**Request to Use Rental Video In Classroom**

**To:**  
Date: \_\_\_\_\_  
Rental Store: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

**From:**  
School/District \_\_\_\_\_  
Telephone #: \_\_\_\_\_  
Person Making Request \_\_\_\_\_  
Title: \_\_\_\_\_

We hereby request permission to view the following, copyrighted video program(s) in the classroom **for instructional purposes only**. The programs will be used face-to-face with students within the classroom.

Title \_\_\_\_\_  
Title \_\_\_\_\_  
Title \_\_\_\_\_  
Title \_\_\_\_\_

\_\_\_\_\_  
Principal's signature

\*\*\*\*\*

**VENDOR REPLY:**

\_\_\_\_\_ Permission has been granted.  
\_\_\_\_\_ Permission has been denied.

Details/Restrictions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

## **Appendix L**

### **APPROVED READING LIST FOR GRADES 6-8, 9-12 CRITERIA FOR SELECTION OF CLASSROOM BOOKS**

1. The book is a work of literary merit which represents a common genre, a literary period, and/or a noted author.
2. The book is well-written.
3. The book is on reputable lists for recommended reading, such as Newberry, American Library Association, NCTE.
4. The book deals with contemporary and/or universal problems and issues.
5. The book encourages respect, compassion, and love for one's fellow man.
6. The book celebrates the worth and dignity of the individual.
7. The book shows fundamental truths and conditions of humanity.
8. The book is appropriate for the maturity level of the students.
9. The book is selected for its total effect.

**Appendix M**

Request for Addition  
To  
Approved Reading List

Author \_\_\_\_\_

Title \_\_\_\_\_

Literary Merit:

Reputable Sources:

Submitted by \_\_\_\_\_

School \_\_\_\_\_

Date \_\_\_\_\_

Return this form to the Language Arts Senior Coordinator, District Office.

## Appendix N

### BIBLIOGRAPHY OF SELECTION SOURCES

#### Elementary School Collections

**Children's Catalog.** 18th ed. New York: H. W. Wilson, 2001. ISBN 0-8242-1009-3  
Includes annual paperbound supplements published 2002 through 2005. Also available as an online subscription product. Grades 1-8

**The Elementary School Library Collection: A Guide to Books and Other Media.** 22nd ed. Williamsport, Pa.: Brodart, 2000. ISBN 087272123X. Homa, Linda L., Ann L. Schreck, and Maureen Hoebener, eds. Final edition of the previously biennial resource. Grades PreK-6

#### Middle/Junior High School Collections

**Middle and Junior High School Library Catalog.** 8th ed. New York: H. W. Wilson, 2000. ISBN 0-8242-0996-6

Includes annual paperbound supplements published 2001 through 2004. Also available as an online subscription product.

#### Senior High School Collections

**Senior High School Library Catalog.** 16th ed. New York: H. W. Wilson, 2002. ISBN 0-8242-1008-5

Includes annual paperbound supplements published 2003 through 2006. Also available as an online subscription product. Grades 9-12

**Best Books for Young Teen Readers.** Gillespie, John T. New Providence, N.J.: R.R. Bowker, 2000. ISBN 0-8352-4264-1

Grades 7-10

**Books for You: An Annotated Booklist for Senior High Students.** Beers, Kylene, and Teri Lesesne, eds. Urbana, Ill.: National Council of Teachers of English, 2001. ISBN 0-8141-0372-3  
Nearly 1400 recent titles, grouped into 40 thematic chapters, for young adult readers looking for an exciting romance or mystery or guidance on anything from caring for a pet to choosing a college. Grades 9-12

The above sources are considered authoritative.

## ADDITIONAL SOURCES FOR SELECTION

The American Association of School Librarians (AASL) has compiled guidelines and selection sources to insure quality collections for school library media centers. If you would like further information, please refer to the AASL publication, Selection Materials for School Library Media Centers. The titles are listed below.

### **Big Book of Library Grant Money, 2004-2005: Profiles of Private and Corporate Foundations and Direct Corporate Givers Receptive to Library Grant Proposals**

The Big Book of Library Grant Money, 2004-2005: Profiles of Private and Corporate Foundations and Direct Corporate Givers Receptive to Library Grant Proposals (Big Book of Library Grant Money), The Taft Group (Other Contributor)

Publisher: American Library Association

ISBN: 0838908748 Edition: Paperback; 2003-11-01

### **Concise AACR2 Fourth Edition through the 2004 Update**

Prepared by Michael Gorman, published jointly by the American Library Association (ALA), the Canadian Library Association (CLA), and the Chartered Institute of Library and Information Professionals (CILIP)

Price: \$40.00, Member Price: \$36.00, 208 pages ISBN: 0-8389-3548-6 © 2004

### **Coretta Scott King Awards 1970-2004**

**Edited by Henrietta M. Smith, Coretta Scott King Book Awards Committee, and Ethnic and Multicultural Information Exchange Round Table**

Price: \$35.00, Member Price: \$31.50, 176 pages ISBN: 0-8389-3540-0 © 2004

### **The Cybrarian's Manual 2** Pat Ensor, ed.

Publisher: Chicago : American Library Association, c2000.

ISBN: 0838907776 DDC: 25.04 LCC: Z674.75 Edition: (pbk. : alk. paper)

Notes: Rev. ed. of: The Cybrarian's Manual. 1997.

### **DVD Demystified Third Edition** Jim Taylor

Publisher: McGraw-Hill/TAB Electronics

ISBN: 0071423966 Edition: Paperback; 2005-02 Amazon \$32.97

### **Exploring Science in the Library**

Exploring science in the library: resources and activities for young people  
edited by Maria Sosa and Tracy Gath

Publisher: Chicago : American Library Association, 2000.

ISBN: 0838907687 DDC: 27.8222 LCC: Z675. Edition: (electronic bk.)

### **Hit List for Children 2 Frequently Challenged Books**

Beverly C. Becker and Susan M. Stan for the Office for Intellectual Freedom (OIF)

Price: \$25.00, Member Price: \$22.50 65 pages ISBN: 0-8389-0830-6 © 2002

### **Hit List for Young Adults 2 Frequently Challenged Books**

Teri S. Lesesne and Rosemary Chance for the Young Adult Library Services Association (YALSA)

Price: \$25.00, Member Price: \$22.50 62 pages ISBN: 0-8389-0835-7 © 2002

**The "How to" Grants Manual: Successful Grant Seeking Techniques for Obtaining Public and Private Grants.** David G. Bauer, Publisher: Westport, CT : Praeger, 2003.  
ISBN: 0275980707 DDC: 658.15224 LCC: HG177 Edition: (alk. paper) Amazon \$42.50

**The Newbery and Caldecott Awards: A Guide to the Medal and Honor Books.**

2002 ed. Chicago: American Library Association, 2002. ISBN 0-8389-3528-1  
Available from the ALA Online Store at <http://alastore.ala.org> or call 866-SHOP ALA (866-746-7252).

**More Novels and Plays**

More novels and plays: Thirty creative teaching guides for grades six through twelve  
Janet E. Worthington, Albert B. Somers  
Publisher: Englewood, Colo. : Teacher Ideas Press, 2000.  
ISBN: 0585301808 DDC: 820.900071273 LCC: PS41  
Edition: (electronic bk.) :\$27.00  
**Notes:** Both this vol. and its companion vol. Novels and plays (published 1997) constitute a rev. ed. of: Candles and Mirrors. 1984.

**Science through Children's Literature**

Science through children's literature an integrated approach  
Carol M. Butzow and John W. Butzow; illustrated by Hannah L. Ben-Zvi  
Publisher: Englewood, Colo. : Teacher Ideas press, c2000.  
ISBN: 0585252459 Edition: (electronic bk.)

**More Social Studies Through Children's Literature**

More social studies through children's literature an integrated approach  
Anthony D. Fredericks  
Publisher: Boulder, Colo. : netLibrary, 2001.  
ISBN: 0585327432 DDC: 372.83044 LCC: LB1584 Edition: (electronic bk.)

**Television Production Handbook 9th Edition**

Herbert Zettl San Francisco State University  
Published by Wadsworth Publishing CB 2006  
ISBN/ISSN: 0-534-64727-8  
List Price: \$108.95, Your Price: \$98.06

**Television Production : A Classroom Approach, 2nd edition, CD-ROM**

Keith Kyker, Christopher Curchy  
Publisher: Libraries Unlimited Electronic  
ISBN: 1591582679 Edition: CD-ROM; 2004-09-30

**Television Production Today, Student Edition**

Mark Biezak, Publisher: Glencoe/McGraw-Hill  
ISBN: 0844250821 Edition: Hardcover; 2001-02-12

**Video Hounds Golden Movie Retriever**, Paperback: 1447 pages  
Publisher: Gale Group (August 1, 2001)  
Language: English

## PERIODICALS

Booklist. American Library Association.

Booklinks. American Library Association.

Bulletin of the Center for Children's Books. University of Chicago Press.

Children's Literature in Education. Human Sciences Press, Inc.

Computers in Libraries. Thomas H. Hogan.

Educational Technology. Educational Technology Publications.

Florida Media Quarterly. Available on line.

Knowledge Quest. Journal of the American Association of School Literature.

Language Arts. National Council of Teachers of English.

Library Hi Tech. MCB University Press.

Library Journal. R.R. Bowker.

Library Resources and Technical Services. ALA Association for Library Collections and Technical Services.

Library Talk. Linworth Publishing.

Media and Methods. North American Publishing Company.

The School Librarian's Workshop. Library Learning Resources, Inc.

School Library Journal. R.R. Bowker.

School Library Media Activities Monthly. LMS Associates.

Science Books and Films. American Association for the Advancement of Science.

Smart Computing. Sandhills Publishing.

VOYA--Voices of Youth Advocates. Scarecrow Press--division of Grolier Publishing.

**Many of these resources are available in the Polk County Library for preview before ordering if desired.**