

INSTRUCTIONAL MATERIALS AND LIBRARY COLLECTION DEVELOPMENT

MISSION STATEMENT

Our mission is to provide all students with the vision, skills and knowledge necessary to maximize their individual potential. Central to this accomplishment is the collaboration among all shareholders and disciplines so that students can become contributing members of society and appreciate that learning is a life-long process. The Instructional and Library Media Program, including facilities, services, materials and human resources are inextricably part of the learning process. Instructional materials used in the classroom environment and the collections in the school library/media centers provide a wide range of materials on all levels of difficulty, with diversity of appeal and the presentation of different points of view. The materials are provided for students, teachers, administrators and members of the community.

LEGAL RESPONSIBILITY

Legal responsibility for the purchase of all instructional materials is vested in the Londonderry School Board. However, the responsibility for the selection of instructional and library materials has been delegated to the professional staff of the district. In order to maintain open lines of communication, it is essential that the selection and acquisition of materials reflect the thought and consideration of trained professionals and community values and needs. Therefore, the staff, in cooperation and consultation with the administration, faculty, student body, parents, and interested residents of the Town of Londonderry, shall select materials in meeting the curriculum and informational and reading (enjoyment) needs of its users.

PRINCIPLES OF SELECTION

All materials selected shall be consistent with the stated principles of selection, which apply to all instructional, and library materials.

Additionally, in maintaining and augmenting instructional materials and school library media collections, persons responsible for selection of materials shall strive to meet the needs of users based on knowledge of the curriculum and to provide a wide range of materials with diversity of appeal and different points of view.

In order to maintain a current and highly usable collection of materials, instructional selection specialists and library media generalists shall provide for continuing renewal of the collection and technologies, not only by addition of up-to-date materials, but by the judicious elimination of materials which no longer meet needs or serve a useful purpose.

Gifts to the school or the library may be accepted if they meet the criteria established for the selection of all instructional materials.

DOCUMENTS SUBSCRIBED TO

In the selection of instructional and library materials, the school district subscribes to the guidelines set forth in the following documents, copies of which are available for reference at each school library:

- A. ALA Council – Library Bill of Rights
Interpretation – “Statement of Labeling”
- B. American Association of School Librarians – “School Library Bill of Rights”
- C. National Council of Teachers of English – “The Students’ Right to Read”
- D. ALA and Association of American Publishers – “Freedom to Read”
- E. RSA Documents – Freedom to view, confidentiality of Library Records
(cites RSA)
- F. Access to Resources in a School Library Media Program

TYPES OF MATERIALS COVERED

Both print and non-print materials will be considered in the process of selection.

Printed materials shall include books, both hardbound and paperback, periodical and serial titles, pamphlets and newspapers.

Non-print materials shall include (but not limited to) various audiovisual formats (videocassettes, laser disks, filmstrips, transparencies, etc.), computer software, electronic databases, web-based resources, CD-ROMs, cable/broadcast programming and maps, globes and realia.

CRITERIA OF CHOICE

Materials will be judged by standards appropriate to their purpose and nature. The major criterion used for the selection of resources is the educational suitability of the resource for its intended use. The following additional criteria will be used as guides in applying the standards of choice of materials.

I. PHILOSOPHY & GOALS

Resources under consideration shall be examined to ensure they support and are consistent with the educational goals of the district and the goals and objectives of the individual schools and courses. Also, in selecting materials, the library staff, in cooperation with users shall evaluate the existing collection and consult selection sources.

II. USER CHARACTERISTICS

Resources are selected which are appropriate for the age and emotional development, levels of ability, learning styles and social development of the students and other school community users.

III. CONTENT

- A. Print/Non-Print
 - 1. authoritativeness

2. reputation and significance of author, editor, producer, etc.
 3. scope and overall purpose
 4. literary quality (readability and popular appeal)
 5. originality and imagination
 6. timeliness or permanence
 7. reputation of publisher/producer
 8. appearance of title in bibliographies, indexes or recommended lists
 9. physical characteristics and durability
 10. format and price
- B. Non-Print (in addition to the above)
1. organization
 2. technical aspects
 3. special features (teacher's notes and pertinent accompanying material)
 4. ease of access
 5. ease of maintenance

SPECIAL SELECTION CONSIDERATIONS

- A. Gift Materials:
Gift materials will be judged by basic selection standards and will be accepted or rejected by these standards.
- B. Duplicate Materials:
Multiple items of outstanding and much in demand materials will be acquired as needed.
- C. Standard titles that are worn or missing from the collection will be replaced periodically.
- D. Out-of-date materials or materials no longer suited to the curriculum needs will be withdrawn from the collection or used in an exchange program with other area libraries.
- E. Multi-Volume Material:
Sets of materials and those purchased through subscription services are carefully examined and are acquired only to serve a definite need.

CHALLENGED MATERIALS

Should there be a question as to the validity of maintaining certain instructional materials or materials in the library collections, the procedure outlined here will be followed:

- A. All matters of concern expressed regarding the use of instructional materials shall be reported to the school principal and Assistant Superintendent and regarding the use of library materials to the school principal and Coordinator of Library Media and Technology Services (CLMT) whether received by telephone, letter or in personal conversation. Only residents of the Town of Londonderry shall have

standing to challenge the validity of any library or instructional materials.

- B. The appropriate administrators shall contact the resident expressing concern in order to discuss the matter and attempt to resolve it informally, whether by explaining the philosophy and goals of the of the school's instructional and/or school library media program and/or by providing agreed upon alternative assignments or materials. If deemed appropriate, administration may schedule a meeting with the resident and the staff member(s) involved with the selection/use of the material in question in order to review the selection criteria and intended use.
- C. If it is determined by administration that the material does meet criteria and intended use as defined by policies IIA or IIAC, but the concern is still unresolved, the resident shall be supplied with a packet of materials consisting of the district's instructional goals and objectives, materials selection policy statement and support documents and advised of the procedure for handling formal reconsideration. This packet shall also include a standard form, which shall be completed and returned before formal reconsideration will be given.
- D. If the formal request for reconsideration has not been received by administration within two weeks, it shall be considered closed. If the request is returned, the appropriate staff shall reestablish the reasons for selection of the specific work.
- E. No material under reconsideration shall be removed pending a final decision. In the interim however, access to the materials can be restricted for the child (or children) of a parent making the request if they desire.
- F. Upon receipt of a completed Request for Reconsideration Form, administration shall inform the Superintendent and request the establishment of a Review Committee.
- G. Committee members will represent impartial key shareholders from the learning community. At a minimum, the committee shall consist of a Principal or Assistant Principal, a teacher, a library media specialist, two parents and a school board representative. The Superintendent, at his discretion, may choose to appoint additional members.
- H. The committee shall be provided with the request for reconsideration and will:

1. read and /or examine the materials referred to it;
 2. check the general acceptance of the materials by reading reviews;
 3. weigh values and faults against each other and form opinions based on the material as a whole and not on passages, statements or images pulled out of context;
 4. meet to discuss the material and prepare a report containing their recommendation on the disposition of the matter.
 5. file a copy of the report in the specific school and administrative offices; and
 6. notify the resident of the decision and provide a copy of the committee's report.
- I. If still not satisfied, the resident may appeal the committee's decision to the Superintendent who shall review the report, materials provided to the committee, and the material under reconsideration.
- J. Should the Superintendent uphold the committee's decision, the resident may file a final appeal to the School Board. He/she will:
1. present a written notice of appeal to the School Board through the Superintendent;
 2. attach a copy of the original written request and a copy of the committee's report;
 3. request a hearing date with the School Board.

ACQUISITIONS

Curriculum needs and user interests govern the acquisition of resources. The primary purpose of acquisitions is to meet user needs and interests in the most timely and cost-effective way. In addition to traditional print and non-print resources, consideration for acquisitions will include network or database membership fees, on-line costs, site licenses, document delivery and telecommunications charges.

Whenever possible, resources are previewed and evaluated before acquisition. However, the nature of some resources precludes the opportunity of preview, i.e., live teleconferencing, real time television, certain on-line services, web-based resources, etc. The acquisition of resources is a collaborative effort involving all of those responsible for student learning as well as the students themselves.

COPYRIGHT

Londonderry School District adheres to the Copyright Law. A copyright handbook has been developed as a legal guideline for the reproduction and fair use of resources. The library media staff assumes responsibility for the education of staff and students as to the copyright law.

MAINTENANCE/DESELECTION

Instructional resource and library media collections are driven by needs of the curriculum and the recreational interests of its users. Curriculum and user needs are constantly changing. Therefore, maintenance and deselection is an ongoing process for the instructional resource and library media collections to be effective and up-to-date.

Maintenance and deselection are collaborative efforts between instructional selection specialists, library media generalists and the staff. Physically worn resources, which are still current, are rebound or replaced depending upon the condition of the resource. All efforts will be made to recycle resources that are no longer appropriate to the curriculum or the collection.

RESOURCE SHARING

The School Media Centers and the Public Library work together to support each other through a variety of resource sharing methods and means. Resource sharing occurs with all libraries in the district. Whenever possible, resource sharing may take place with other school districts and other libraries.

Within the process of using materials from all sources, it is the responsibility of the borrower to adhere to federal copyright law. Resource sharing includes the following materials: print, audiovisual materials, telecommunications, for example, electronic databases, networks, satellite video, etc. Procedures and protocols for resource sharing will be established by the Coordinator of Library Media Services.

EVALUATION

The collections are constantly changing as a result of new research activities and curriculum changes. These activities and changes help to emphasize the weaknesses and strengths of the collections and allow for continuing evaluation. Patterns of use of the collections provide important gauges as to its usefulness. Student and teacher feedback, after research units of instruction have been completed, provide valuable tools for developing effective collections. Likewise, it is important to solicit input from parents and every attempt will be made to do so via a parental feedback option on each school library web page. In addition, circulation statistics indicate areas of the collections that are in demand. Inventories are conducted on a periodic basis.

LONDONDERRY SCHOOL BOARD

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