

## **Selection Policy of the Henrietta ISD Media Centers**

*\*Note: The selection policy of the HISD Media Centers only applies to items purchased by or under the direct responsibility of the media centers. Resources brought in by teacher from personal collections will be subject to the standards of their specific campus.*

### Objectives

- To provide students of Henrietta ISD with a wide range of educational materials on all levels of difficulty and in a variety of formats, with diversity of appeal, allowing for the presentation of different points of view.
- To make available to faculty and students a collection of materials that will supplement, support, and enrich the curriculum and meet the needs of those served.
- To provide books of various topics to meet the interests of students in an effort to promote reading for pleasure, which will benefit students in the endeavor of Henrietta ISD to make them lifelong learners.
- To provide the necessary reading and learning resources to accommodate the various learning styles of students in HISD.
- To promote technology in the classrooms with the necessary audiovisual and technological equipment needed for successful technology integration.
- To provide students with quality research materials, both print and digital, in an effort to help them improve their critical thinking and writing skills.

### Responsibility for Selection

The Media Director has primary responsibility for selecting print and non-print resources for inclusion into each campus' media center with input from media center personnel, students, staff, and administration. The campus principal, HISD business officer, and Henrietta ISD Superintendent and School Board ultimately have financial authority to purchase resources. Requests will be reviewed by the Media Director using numerous review sources and will be purchased in a timely manner if deemed appropriate and meet the purpose of the HISD media centers.

### Criteria

The following criteria will be used as applies:

Learning resources should support and be consistent with the general educational goals of the state of Texas and Henrietta ISD.

Learning resources should be chosen to enrich and support the curriculum and personal needs of users.

Learning resources should meet high standards of quality in:

- Artistic quality/literary style

- Authenticity
- Educational significance
- Factual content
- Favorable reviews from standard selection sources
- Favorable recommendations based on preview and examination by professional personnel
- Reputation and significance of the author, producer, and publisher
- Validity, currency, and appropriateness of material
- Contribution the material makes to breadth of representative viewpoints on controversial issues

Learning resources should be appropriate for the subject area and for the age, emotional development, ability level and social development of the students for whom the material is selected.

The selection of learning resources on controversial issues shall provide information on opposing sides of controversial issues so that users may develop critical analysis skills. These resources will clarify historical and contemporary forces by objective presentation, placing emphasis on recognizing and understanding social and economic problems.

#### Procedures for Selection of Learning Resources

In selecting learning resources, professional personnel will evaluate available resources and needs and consult reputable, professionally prepared aids to selection and other appropriate sources.

The following recommended lists shall be consulted in the selection of materials, but selection is not limited to their listings.

- School Library Journal
- Horn Book
- Kirkus Review
- Bulletin of the Center for Children's Books
- Booklist
- American Film & Video Association Evaluations
- American Library Association booklists
- Texas Reading Lists

Recommendations for purchase involve administrators, teachers, students, district personnel, and community persons, as appropriate.

Gift materials shall be judged by the criteria outlined and shall be accepted or rejected by those criteria.

Selection is an ongoing process that will include the removal of outdated or damaged resources.

### Movies

Henrietta ISD seeks to purchase movies that are age-appropriate and enrich the curriculum. Because movie ratings are based on different standards than typical school standards, concerns may be expressed about content. No movies will be purchased for Henrietta Elementary School that are rated PG-13 or Rated R, and teachers are strongly recommended to preview PG movies before class viewings. PG-13 movies purchased for Henrietta Junior High School will only be purchased on a case-by-case basis and will be distinctly labeled on the cover. Teachers are strongly recommended to notify parents if they are showing a PG-13 movie to their students. Videos purchased for Henrietta High School that are rated Rated-R will only be purchased by teacher request, after extensive research as why the movie earned that rating and nothing comparable can be found, and a look at its benefit to the curriculum. Teachers are strongly recommended to preview the movie and notify parents in writing if a Rated R movie is being shown in order to give parents the option of not allowing their child to view the movie.

### Weeding and Withdrawals from Media Center

Henrietta ISD media centers strive to maintain collections that are current, useful, and appropriate. Items that are deemed outdated, damaged, no longer appropriate for the collections, and declared unnecessary will be weeded. Upon weeding, these materials will first be offered to teachers as classroom resources. Anything left over will be donated to organizations or individuals in need of these resources. The decision to remove a resource from a collection is the Media Director's, after consulting with media center personnel at that campus.

### Fines and Lost Materials

Students attending Henrietta Elementary School will not be charged late fees. They will be responsible for paying the cost of a lost book or a book that has been damaged beyond repair while in their possession. Students at Henrietta Junior High and Henrietta High School may check books out for up to 2 weeks before renewal or check-in. Late fees will be assessed at \$.10 per book per day. Students not returning books or paying late fees within 4-6 weeks will be subject to disciplinary action from the campus administration. Financial concerns will be dealt with on a case-by-case basis. Students may work off fines by using their break to work in the libraries doing light cleaning and providing assistance to library personnel.

### Special Items

The display cases in each campus media center are the responsibility of library personnel. Yearbooks from every school year are stored in the high school media center display case and may be checked out by personnel for special events, such as class reunions and Homecoming. Students may only look at the yearbooks in the media center. Any items checked out must be returned within 3 days and arrangements for checkout must be made with library personnel.

### **Procedures for dealing with Challenged Materials**

Any resident or employee of the school district may formally challenge learning resources used by HISD's educational program on the basis of appropriateness. This procedure is for the purpose of considering the opinions of those persons in the schools and the community who are not directly involved in the selection process.

### **Step 1: Informal Reconsideration**

The campus receiving a complaint regarding a learning resource shall try to resolve the issue informally. The principal, media director, or other appropriate personnel shall explain to the questioner the school's selection procedure, criteria, and qualifications of those persons selecting the resource.

The principal or media director shall explain the particular place the questioned resource occupies in the education program, its intended educational usefulness, and additional information regarding its use, or refer the party to someone who can identify and explain the use of the resource.

If the questioner wishes to file a formal challenge, a copy of the district Selection of Learning Resources policy and a Request for Reconsideration of Learning Resources shall be handed or mailed to the party concerned by the Media Director.

### **Step 2: Formal Request for Reconsideration of Material**

#### Preliminary Process

1. Each school will keep on hand and make available Request for Reconsideration of Learning Resources forms. All formal objections to learning resources must be made on these forms.
2. The Request for Reconsideration of Learning Resources form shall be signed by the questioner and filed with the principal and media director.
3. The superintendent and assistant superintendent shall be informed of the request.
4. The request for reconsideration shall be referred to a reconsideration committee at the school level for reevaluation of the resource.

#### The Reconsideration Committee

1. Upon receipt of a request for formal reconsideration of a learning resource, the principal shall appoint a reconsideration committee including the following membership as appropriate:

- One member of the district staff chosen by the superintendent;
- One member of the school teaching staff chosen by the school administration,
- One member of the school's Campus Action Team chosen by the principal

-Two students of the specific campus selected by the faculty

2. Name a convener of the reconsideration committee.

3. Arrange for a reconsideration committee meeting within 10 working days after the complaint is received.

The reconsideration committee may choose to consult district support staff and/or community persons with related professional knowledge. The reconsideration committee shall review the challenged resource and judge whether it conforms to the principles of selection outlined in the district's Selection of Learning Resources policy.

B. Resolution

1. The reconsideration committee shall:
  - a. Examine the challenged resource;
  - b. Determine professional acceptance by reading critical reviews of the resource;
  - c. Weigh values and faults and form opinions based on the material as a whole rather than on passages or sections taken out of context;
  - d. Discuss the challenged resource in the context of the educational program;
  - e. Discuss the challenged item with the individual questioner when appropriate;
  - f. Prepare a written report.
2. The written report shall be discussed with the individual questioner if requested.
3. The written report shall be retained by the school principal, with copies forwarded to the assistant superintendent and superintendent. A minority report also may be filed.
4. Written reports, once filed, are confidential and available for examination by trustees and appropriate officials only.
5. The decision of the reconsideration committee is binding for the individual school.
6. Notwithstanding any procedure outlined in this policy, the questioner shall have the right to appeal any decision of the reconsideration committee to the Board of Trustees as the final review panel.

C. Guiding Principles

1. Any resident or employee of the school district may raise objection to learning resources used in a school's educational program, despite the fact that the individuals selecting such resources were duly qualified to make the selection, followed the proper procedure, and observed the criteria for selecting learning resources.
2. No parent has the right to determine reading, viewing, or listening matter for students other than his or her own children.
3. Henrietta ISD supports the *Library Bill of Rights*, adopted by the American Library Association. (A copy of the *Library Bill of Rights* is attached to this policy.) When learning resources are challenged, the principles of the freedom to read/listen/view must be defended as well.
4. Access to challenged material shall not be restricted during the reconsideration process.
5. The major criterion for the final decision is the appropriateness of the material for its intended educational use.

6. A decision to sustain a challenge shall not necessarily be interpreted as a judgment of irresponsibility by the professionals involved in the original selection and/or use of the material.