

# TURKEYFOOT VALLEY AREA SCHOOL DISTRICT

SECTION: PROGRAMS  
TITLE: RESOURCE MATERIALS  
ADOPTED: October 18, 2010  
REVISED: formerly #5300

	109. RESOURCE MATERIALS
1. Purpose Title 22 Sec. 4.13 SC 801, 803	The Board shall provide instructional and evaluative materials to implement and support the districts and the schools' educational goals and academic standards.
2. Definition	<b>Resource materials</b> shall include reference books, supplementary titles, multimedia materials, maps, library books, software and instructional material.
3. Authority	The Turkeyfoot Valley Area School District Board of Education is legally responsible for purchasing of all instructional materials.
4. Delegation of Responsibility SC 803	Responsibility for the selection of instructional materials is delegated to the administration in accordance with Board and administrative regulations.
5. Guidelines	<p>The objectives of a public school are to promote the intellectual, cultural, social and other ethical development of students and to provide materials, which extend and deepen the experiences encompassed in the curriculum.</p> <p>These objectives are fulfilled through the selection; provision and servicing of expertly selected books and other materials of learning, which contribute to the growth of the individual child. Since financial and other limitations prevent purchasing all materials that might help to meet these objectives, it is necessary to apply certain well-conceived criteria in the selection of each item.</p> <p style="text-align: center;"><b>CRITERIA USED IN LIBRARY BOOK SELECTION</b></p> <p><u>General Policies</u></p> <p>Each library's collection should be composed of books, which widen the boundaries of student's experiences, enrich their lives, or help them fulfill their personal needs.</p> <p>Each book contributes directly or indirectly to the educational purposes of the school.</p>

Every attempt is made to provide material at different levels of difficulty, with a diversity of appeal and with different points of view on all topics included.

A wide range of recognized classics of literature are included in each library.

#### Specific Criteria for Selection of Material

1. Purposes of the material.
2. Suitability for the age and skills of students served.
3. Reputation and significance of the author.
4. Timeliness or permanence of the author.
5. Importance of subject matter to the collection.
6. Authority in handling the subject.
7. Reputation and standards of the publisher.
8. Price.
9. Readability and appeal of the book.
10. Quality of the writing.
11. Quality of the illustrations.
12. Recommendation in reviews.

#### Replacement and Writing

Library collections are weeded on a continuous basis; a thorough weeding is accomplished at least every fifth year. Obsolete and worn out materials are discarded as per school policy. Lost, damaged, or worn books are not automatically replaced. The decision to replace materials is based on availability and continued relevance to the school program; also considered are the availability of duplicates, the number of other books on the same subject, the availability of more recent or better material, and the continued demand for the book in question. All materials are selected to provide a balanced collection that supports the curriculum and is consistent with the philosophy, goals, and objectives of the district.

#### Subjects of Frequent Controversy

Religion – Factual, unbiased material, which represents all major religions, is included in the library collection.

<p>School Code 801,803</p> <p>PA Code Title 22 Sec. 4.13</p> <p>Board Policy 105.1, 106</p>	<p>Ideologies – The library, without making any effort to sway reader judgment may make available basic factual information pertaining to ideology or philosophy which exerts a strong force, either favorable or unfavorable, in government, current events, politics, education, or any other phase of life.</p> <p>Sex and Profanity – Materials presenting accents on sex are subjected to a careful test of literary merit and reality by the librarian, who takes into consideration the reading public. The facts of sexual incidents or profanity appearing does not automatically disqualify a book. Rather, the decision is made on the basis of whether the book presents life in its true proportions, whether circumstances are realistically dealt with, and whether the book is of literary value. Factual material of an educational nature on the level of the reader is included in the library collection.</p> <p style="text-align: center;"><b>PROCEDURE FOR HANDLING CRITICISM OF MATERIAL</b></p> <p>The following procedure should be followed when considering action regarding material criticized by individuals or groups:</p> <p>Step 1. Concerns will be discussed with the principal of the school where the material is being used. The complainant will be specific in his/her objections and a copy of the material will be available at the discussion.</p> <p>Step 2. If the problem is not settled in the discussion the complainant will present all concerns in writing using the appropriate district form to the principal.</p> <p>Step 3. The material will be reviewed by a committee appointed by the principal, including the librarian and appropriate members of the district staff.</p> <p>Step 4. The written report of this committee will be shared with the principal and the complainant for possible resolution.</p> <p>Step 5. If the complainant wishes to pursue the concern after hearing the committee’s report, then a written appeal to the Superintendent may be made.</p> <p>Step 6. Lacking resolution at the hearing with the Superintendent, the complainant may make a formal written appeal to the Board.</p>
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