



## **LIBRARY AND CLASSROOM LIBRARY SELECTION POLICY**

### **I. Purpose**

The library at Prince Avenue Christian School (PACS) exists to provide a diverse collection of library materials and services to meet the educational, curricular, informational, recreational, cultural, and spiritual needs of the school community it serves. The library offers materials in different formats including books, periodicals, audio and video recordings, and on-line databases to meet the needs of their population.

The library provides services to the school community to:

- Point students to Christ.
- Nurture a love of reading with the goal of creating lifelong readers
- Make library material easily accessible
- Provide guidance in how to find and use library materials
- Provide instructional programs which stimulate learning
- Assist students in selecting, evaluating, and using information appropriately and effectively.
- Partner with faculty at all grade levels to discover and thoughtfully include books in lessons.

The librarian works cooperatively with administrators and teachers to provide resources to support, supplement and enrich curriculum.

Classroom libraries provide an additional resource to access books to meet educational, curricular, informational, recreational, cultural, and spiritual needs.

### **II. Selection Objectives**

The selection of books and other media is based on the following objectives:

- To develop a lifelong love of reading
- To appeal to the interests of students
- To encourage educational excellence
- To attain the established educational goals
- To enrich the curriculum
- To further the spiritual, intellectual, emotional, and cultural development of youth
- To promote mature and responsible behavior
- To encourage the development of critical and reflective thinking
- To provide a global perspective & promote diversity as a positive attribute of our society

### III. Selection Personnel

The responsibility for the contents of the collection rests with the librarian operating within the framework of the PACS selection policy. Suggestions from students, teachers, administrators, counselors, parents, and guardians of enrolled students are encouraged and seriously considered in the selection process.

Teachers, operating within the framework of the PACS library selection policy are responsible for the contents of classroom libraries.

### IV. Selection Criteria for Library Materials

- **Reflect the Christian values of PACS**  
Library materials should support the school's mission – *Prince Avenue Christian School's mission is to partner with Christian families to provide scripturally based discipleship while pursuing excellence in academics, fine arts, and athletics from a biblical worldview.* Materials that glorify or encourage immoral or illegal acts or instruct students in destructive activity will not be considered.
- **Appropriate for recommended levels**  
Library materials should be accessible to students of varied abilities, and meet informational and interest needs of all students.
- **Pertinent to the curriculum and the objectives of the instructional program**  
Library materials should be selected based on assessed curricular needs.
- **Accurate in terms of content**  
Library materials should present facts in an objective manner. Authority of the author, organization, and publisher/producer should be a consideration in selection. Materials concerning human development and family life should contain facts which are presented in a manner developmentally appropriate to the level of the students.
- **Reflective of the diverse nature of a global society**  
Library materials should provide a global perspective and promote diversity as a positive attribute of our society. It is important to include materials by authors and illustrators of a variety of cultures.
- **Free of bias and stereotype**  
Library materials should reflect the basic humanity of all people and be free of any intentionally harmful stereotypes and other offensive characteristics.
- **Representative of differing viewpoints on controversial subjects**  
Students have the right to information on both sides of controversial (developmentally appropriate) issues. By having access to a variety of resources, students will have the knowledge base to develop critical thinking and problem-solving skills.
- **Appropriate format to effectively teach the curriculum**  
Library materials should be available in variety of formats, e.g., print, non-print, electronic, multimedia to meet the needs and learning styles of a diverse student population.
- **Recent copyright date as appropriate to the subject**  
Library materials should be assessed for currency of the information as it relates to the content and purpose of the item.

- **Acceptable in literary style and technical quality**  
Literary quality, technical merit, physical arrangement, and aesthetic characteristics should be considered as integral components in the evaluation of all media formats. Current reviewing resources should be used in evaluating and selecting media (Booklists, School Library Journal, Horn Book, Kirkus Reviews etc.)
- **Cost effective in terms of use**  
Library materials should be evaluated for cost effectiveness in terms of accessibility, projected use, and durability.
- **Appropriate for students with special needs**  
Library materials should be provided to meet curricular needs and the individual needs, interests, and learning styles of all students at all levels.

## V. Policy Relating to Special Areas

- **Gifts of Library Materials**  
Gift books, materials and equipment are accepted with the understanding that they must meet the same selection criteria as materials purchased with the school funds. Donated items, once accepted, become the property of the PACS library.
- **Multiple Items**  
Multiple items of outstanding or much-in-demand media will be purchased as needed or as funds allow. However, no more than 5 copies of any one title shall be purchased unless approved by the relevant school principal.
- **Professional Book Collections**  
The library shall select appropriate materials for teacher use and professional growth. These materials would generally not be for student use nor aimed at recreational interests.
- **Weeding**  
The collection will be continually reevaluated in relation to evolving curriculum, new formats or materials, new instruction methods and the current needs of its users. Materials no longer appropriate should be removed. Lost and worn materials of lasting value should be replaced. Weeding is essential to maintaining a relevant, attractive collection. Materials considered for weeding should include items:
  - In poor physical condition
  - Containing obsolete subject matter
  - No longer needed to support the curriculum or student/faculty interests
  - Superseded by more current information
  - Containing inaccurate information



## **PROCEDURE FOR CHALLENGED LIBRARY AND CLASSROOM MATERIALS**

Despite the care taken to select materials for student/teacher use and the qualifications of persons who select the materials, there may be occasional objections. In such cases the first step would be to try to resolve the issue informally by explaining the PACS selection procedure and explaining the intended purpose of the questioned material. If this does not resolve the issue, a formal challenge may be filed.

The following procedures will be followed when a person challenges the appropriateness of an item in a collection:

1. If the first contact is with a teacher, direct the person to the librarian or the relevant school principal.
2. Since no parent or group of parents has the right to determine the reading matter for students other than their own, materials shall not be removed from the shelves at this step; however, a parent may request that his/her child not read a given book, provided a written request is made to the relevant school principal.
3. If the parent is not satisfied with restricting the use of the material to his own child, the parent should complete a Request for Reconsideration of Materials form.
4. A Reconsideration Committee consisting of the librarian, one teacher at the relevant grade level, the academic dean, the language arts department head, two parents and the relevant school principal should be appointed.
5. The Request for Reconsideration of Materials form is forwarded to the Reconsideration Committee.
6. A meeting of the Reconsideration Committee is scheduled within thirty days of the receipt of the request, allowing time for committee members to read the challenged material.
7. Members of the committee weigh several factors when reconsidering challenged materials:
  - Examine the challenged material in its entirety.
  - Look at the material in relationship to the PACS Selection Policy.
  - Identify the authorial intent of the writer.
  - Determine professional acceptance by reading critical reviews of the resource.
  - Weigh values and faults and form opinions based on the material as a whole, rather than on passages or sections taken out of context.
  - Discuss the challenged resource in the context of the educational program.
  - When appropriate, discuss the challenged item with the person challenging the item.
  - Prepare a written report.
8. The written decision of the committee is forwarded to the Head of School for final approval and then to the person challenging the item.



### Request for Reconsideration of Materials

Date: \_\_\_\_\_ Requested by: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Format of Item (please circle):    Book    Video/DVD    Audiobook    Magazine    Other

Title of Book: \_\_\_\_\_

Author: \_\_\_\_\_

What brought this material to your attention? \_\_\_\_\_

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

What in the material do you object to? *Please be specific citing page numbers where applicable.*

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

Have you, within the last year, read, viewed or listened to the material **in its entirety**?

\_\_\_\_\_ Yes    \_\_\_\_\_ No

What of value is there in this material? \_\_\_\_\_

\_\_\_\_\_

In your opinion, what might result from use of this material? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Have you read any critical reviews of this material? Please include source. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_