

**Admin Rule and Guidance for Policy 6300
Selection of Media Materials**

In accordance with Policy 6300, outlines the following selection guidelines and procedures for media materials for Norfolk Public Schools. The Board of Education is legally responsible for the operations of the school, the responsibility for Media Center Materials is delegated to the certified Library Media Specialists (Superintendent's designee).

In selecting media materials for school Library Media Centers, the certified Library Media specialists will use sound principles of selection based on the written procedures established here. The procedures will include evaluating the existing collections, assessing the curricular needs of the school, consulting reputable resources and professionally prepared selection aids, and examining the media. While the opportunity for recommending materials is extended to many groups, (including teachers, students, staff, administrators, and members of the community), the responsibility for coordinating the input from these groups and the final responsibility for the selection and purchase of resources for the library/media program, rests with the certified Library Media Specialist.

School libraries play a vital role in the education process by providing access to a variety of resources. NPS is committed to providing school libraries with up to date fiction and nonfiction books, reference materials and electronic information necessary to support effective educational programs, promote literacy, reading for pleasure and enable students to achieve academic success and become lifelong learners. All school library catalogs are made available on each school's media website.

School libraries must acquire the minimum number of materials identified by the Nebraska Department of Education Rule 10 Guidelines and recognize the Library Bill of Rights as drawn by the American Library Association.

The following criteria is a guide for considering purchase: (Selection Template at end of this document)

- Educational significance that supports in classroom instruction & student interest
- Stimulate growth-factual knowledge, practical skills, literary appreciation, aesthetic values, critical thinking
- Take into consideration readability, visual appeal, varied interests, and maturity levels of students
- Provide background information to make intelligent judgments on daily lives
- Represent multiple viewpoints and perspectives of controversial issues
- Materials represent a variety of religious, ethnic and cultural groups
- Consider timeliness or permanence
- Place principle above personal opinion and reason above prejudice in the selection of materials to assure a comprehensive collection for users of the library
- Consult reputable resources for reviews, summaries and recommendations of titles

<p>Access to Online Books</p>	<ul style="list-style-type: none"> ● Middle School, Junior High and Senior High buildings have access to Overdrive, an online repository of books. ● This is a Nebraska Consortium that offers multiple titles to multiple schools. ● Selection process for this is completed by the Content Specialist of Education Collection Development at Overdrive. The Content Specialist of Education
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	<p>Collection Development at Overdrive is Jodi Solomon.(2022)</p> <ul style="list-style-type: none"> ● Participating schools can make suggestions for selections and removal of selections. ● Students only have access to age appropriate, grade level spans of online books.
Hard Copy Books	
Reputable resources used for media book consideration	<ul style="list-style-type: none"> ● Perma Bound Book Company ● ABDO ● School Library Journal ● Kirkus Reviews ● Booklist ● American Library Association ● McNaughton Books ● Golden Sower Award Winners and Nominees ● Newbery Award Winners and Nominees ● Other reputable book review companies may be used ● Teacher, Administrator, student, parent/patron suggestions
Student/Teacher/Admin Input	<ul style="list-style-type: none"> ● A survey on student and teacher interest areas will be sent out by Media Specialists. A notification to parents about the survey will be sent via Infinite Campus before the survey is distributed. ● An effort to find selections that represent the top interest areas will be attempted and reviewed closely by media specialists for content using approved reputable resources. <ul style="list-style-type: none"> ● Listing of K-12 books existing and added to the library can be found on OPAC on the school's website. ● New listings to individual NPS Libraries will be linked on each school's Media Center webpage.
Appropriateness	<ul style="list-style-type: none"> ● Reading level/difficulty ● Interest level of students, maybe in a form of student request or student interest survey-where age appropriate ● Professional judgment based upon maturity of building level students ● Cross reference one external review and summary of title content, two where content could be questionable ● Media specialists will take the list to K-12 Media PLC for final review. If a selection does not meet the consensus of the group, it will be presented to the building principal which may be taken to administrative PLC's for final approval.
Free from Bias & Standard for Controversial Topic	<ul style="list-style-type: none"> ● Best practices in collection development assert that materials should not be excluded from a collection solely because the content or its creator may be

	<p>considered offensive or controversial. Refusing to select resources due to potential controversy is considered censorship, as is withdrawing resources for that reason. Libraries have a responsibility to defend against challenges that limit a collection's diversity of content. Challenges commonly cite content viewed as inappropriate, offensive, or controversial, which may include but is not limited to prejudicial language and ideas, political content, economic theory, social philosophies, religious beliefs, scientific research, sexual content, and representation of diverse sexual orientations, expressions, and gender identities.</p> <ul style="list-style-type: none"> ● Intellectual freedom, the essence of equitable library services, provides for free access to varying expressions of ideas through which a question, cause, or movement may be explored. Library workers have a professional and ethical responsibility to be fair and just in defending the library user's right to read, view, or listen to content protected by the First Amendment, regardless of the creator's viewpoint or personal history. Library workers must not permit their personal biases, opinions, or preferences to unduly influence collection development decisions. ● <u>Diverse Collections: An Interpretation of Library Bill of Rights</u> ALA American Library Association ● <i>ALA Code of Ethics</i>, Article VII, adopted at the 1939 Midwinter Meeting by the ALA Council; amended June 30, 1981; June 28, 1995; and January 22, 2008.
Balance of topics, genres, and interest areas	<ul style="list-style-type: none"> ● A balance of topics, genres, and interest areas will be attempted using the above detailed criteria. ● A collection analysis of library materials will occur annually and be reviewed at Media PLC.
Maintenance, Removal and Deselection Procedures	<ul style="list-style-type: none"> ● Run analytics on title circulation ● Poor physical condition of book ● Outdated content, use or accuracy ● Contains a poor portrayal of old stereotypes ● Mediocre or poor quality of information ● Revised or updated content ● Outdated illustrations or graphics

Challenges to media materials are outlined in the policy 6300.

Gifts/Donations: Gift materials will be evaluated in accordance with the criteria by which purchased materials are judged. Gifts and donations become the property of Norfolk Public Schools and may be retained or disposed as is deemed appropriate.

Infinite Campus Message to Parents:

Dear Parent or Guardian,

School libraries play a vital role in the education process by providing access to a variety of resources. NPS is committed to providing school libraries with up to date fiction and nonfiction books, reference materials and electronic information necessary to support effective educational programs, promote literacy, reading for pleasure and enabling students to achieve academic success and become lifelong learners. All school library catalogs are made available on each school's media website.

An interest survey will be sent to students on [DATE HERE] to gather data regarding student reading interests that will assist Media Specialists in library book selections.

Please encourage your student to give helpful feedback. Parents may request a copy of the survey questions by contacting the Media Specialist of their child's building.

Sincerely,

[Name of Media Specialists]