

POLICY

Queen Anne's County Public Schools

POLICY TITLE: Media Materials Selection Guidelines	
ADOPTION/EFFECTIVE DATE: April 06, 2011	
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: Instruction Amendment:	

I. Purpose

The purpose of this policy is to establish guidelines for the selection of school-based media materials.

II. Policy Statement

The Board of Education of Queen Anne's County recognizes its responsibility for selection of school media materials in accordance with current state law. (See specific COMAR in the Reference Section) Therefore it is the intent of this policy to establish effective selection guidelines that all district schools are expected to follow when evaluating resources for their current media collections.

III. Rationale

Maryland state law requires all Maryland public schools to have in place guidelines that will assist school-based media personnel strengthen their media collections. In order to comply with COMAR, The Board of Education of Queen Anne's County will provide media selection guidelines that will not only recognize the unique curricular needs of each district school but also provide an overall framework of criteria that all Media Selection Committee members will adhere to when evaluating proposed media materials.

IV. Definitions

Media Selection Committee: Committee of school-based individuals (e.g. media specialists, teachers, and administrators) that annually preview, review and evaluate proposed school media materials.

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V. Policy Standards

The following criteria, adopted from *Information Power* by permission of the American Library Association, will provide the framework for the selection of school library media materials. Criteria is based upon:

- The educational suitability of the resource for its intended use;
- The intellectual content of the material: the scope, arrangement, organization, relevance, current information, special features, and overall value to the collection;
- The philosophy and goals of the school district (the resources support and are consistent with the educational goals of the district, state, and with goals and objectives of individual schools and specific courses).

VI. Implementation

The Board of Education of Queen Anne's County expects that each school will determine the responsible group of individuals (e.g. media personnel, teachers and school administrators) that will serve on the Media Selection Committee in order to preview, review and select materials appropriate for its school's student population.

Although all responsible evaluators are expected to consider individual student learning styles, curriculum needs, and the existing collection when identifying an individual school's needs for media resources, the selection of media should also include the following general criteria.

1. Materials will be judged by reviews from outside sources, including the National Council of Teachers of English, *School Library Journal*, *The Wilson Core Collections*, etc.
2. The literary and artistic value of materials will be considered as to the author's purpose, style, and theme.
3. Persons submitting suggestions for the acquisition of materials will state the reason for the inclusion of the specific material in the course and/or media center. These materials will be reviewed at the school level with the final decision made by media personnel and principal
4. Consideration will be given to the appropriateness, of language and content, philosophies of the school community, student maturity, and reading levels.

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5. The collection will contain multiple and balanced perspectives on controversial issues.
6. Alternative materials will be made available to students who have opposing views based upon their backgrounds and beliefs. (e.g., religion, culture)
7. If a person objects to any type of material in the media center's collection or its reason for being used in a specific course, the complainant will be given the "Media Reconsideration Form" to complete and submit to media personnel and/or principal for further action.
8. The Superintendent shall develop administrative procedures in order to implement this policy.

VII. Evaluation

The Superintendent will provide the Board of Education a review of this policy in August 2015. The focus of this review will be the effectiveness of the elements of this policy in assisting the Board in fulfilling its mission.

VIII. References

State

COMAR §13A.05.04.01 - Public School Library Programs

COMAR §13A.12.03.03 - Library Media Specialist

COMAR §13A.09.10.13 – Instructional Materials and Equipment/Library Media Collection

Local

Board of Public Works Chapter 116 Reg. 1995

Text/Materials Selection Procedures (EPS File Code, IIAA-AP)

County owned Textbook and Materials (EPS File Code, IIAE)