



# **Jackson County Schools Library Media Center Policies and Procedures**

**2024-2025**

## **Mission Statement**

The mission of the Jackson County School Library Media Programs is to assist students and staff in becoming lifelong learners and efficient users of information by:

- Providing access to different formats of material and media
- Promoting a love of learning
- Having an inviting library media center for students and faculty
- Collaborating with teachers to provide technological and informational needs for all students
- Supporting the curriculum of all subjects areas

## **Library Bill of Rights/Intellectual Freedom**

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

**I.** Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

**II.** Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

**III.** Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

**IV.** Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

**V.** A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

**VI.** Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

**VII.** All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

**Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019. Inclusion of "age" reaffirmed January 23, 1996.**

## **Philosophy**

The philosophy of the Jackson County Library Media Centers is to provide information access to the school community, to encourage reading for enjoyment and to promote literacy. The media center will take a leadership role in providing instruction for skills and instructional design. The library media program will represent the mission and goals of the Jackson County School System.

## **Types of Media Held by the Centers**

The goal of the Jackson County Media Centers is to provide a variety of media. This media will include books, reference materials, audio-visual materials, equipment, computers, STEM materials, and other materials as needed.

## **Materials Circulation**

All material will circulate for a prescribed period of time as designated by the professional staff. The only restrictions placed on circulation of material will be that of not circulating extremely fragile material impossible to replace. Audiovisual hardware and software will circulate on an overnight basis with parental permission if the individual media specialist feels that this can be effectively carried out. The charging of overdue fines is discouraged, although fines will be charged in negligence with the library material is common in the school community. Lost material will be paid for.

## **Responsibility for Materials Selection in the Media Center**

The Jackson County Board of Education will be responsible for material selection and purchase in accordance with state regulations and in keeping with the Media Center Selection Criteria. Purchases made with state library enhancement funds at each individual school will be planned by the budget committee elected for that purpose. The media specialist will serve as a member of the Library Enhancement Budget Committee each year.

## **General Selection Criteria for Media Center Materials**

In order to meet the educational goals of the Jackson County School System, the needs of individual students, and to enhance classroom instruction, materials should:

- Contribute to the objectives of the instructional program
- Support selected reading programs
- Be pertinent to the present society
- Promote appreciation of literature
- Be appropriate for the subject area, the age and ability level of the student
- Be accurate and up to date
- Provide different perspectives on controversial topics
- Encourage creativity
- Be of acceptable format, quality, and appearance

## **Selection Procedures**

The following recommendations concerning selection procedures will be considered whenever possible:

- In selecting learning resources, professional personnel will evaluate available resources and curriculum needs and will consult reputable, professionally prepared aids to selection and other appropriate sources. The actual resources will be examined whenever possible.
- Recommendations for purchase will 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 which should include the removal of materials no longer appropriate and the replacement of lost and worn materials still of educational value.

## **RE-EVALUATION OF MATERIALS**

It is the basic duty of the school library to make available material of sound literary quality and authority presenting diverse opinions. It is not the duty of the school library to direct or compel any particular judgment.

The Board will not support the efforts of any group to remove material from a school library/media center simply because the group objecting to certain material dislikes items or language contained in the material. In the event that any material comes under reevaluation scrutiny, the Jackson County School libraries subscribe to the guidelines set forth by the Jackson County Board of Education grievance policy and by the American Library Association Council or Intellectual Freedom for handling complaints. That procedure is as follows:

- All complaints to staff members shall be reported to the building principal involved, whether received by telephone, letter, email, text, or in personal conversation.
- The principal shall contact the complainant to discuss the complaint and attempt to resolve it informally by explaining the philosophy and goals of the school district and/or the library media center.
- If the complaint is not resolved informally, the complainant shall be supplied with a Request for Reconsideration of Materials form which shall be completed and returned before considerations will be given to the complaint.
- If the formal request for reconsideration has not been received by the principal within two weeks, the matter shall be considered closed. If the request is returned, the reasons for selection of the specific work shall be reestablished by the appropriate staff.
- In accordance with the statement of philosophy, no questioned materials shall be removed from the school pending a final decision. Pending the outcome of the request for consideration, however, access to questioned materials can be denied to the child (or children) of the parents making the complaint, if they so desire.
- Upon receipt of the completed reconsideration form, the principal in the building involved will call together a committee of five to consider the complaint. This committee shall consist of the curriculum coordinator at the district level and the following persons from the school involved: the principal, the media specialist, a teacher, and a parent organization representative.

- The committee shall meet to discuss the material, following the guidelines set forth in Instructions to the Evaluation Committee and shall prepare a written report on the material containing their recommendations on disposition of the matter.
- The principal shall notify the complainant of the decision and send a formal report and recommendation to the Superintendent. In answering the complainant, the principal shall explain the material selection system, give the guidelines used for selections, and cite authorities used in reaching decisions. If the committee decides to keep the material that caused the complaint, the complainant shall be given an explanation. If the complaint is valid, the principal will acknowledge it and make recommended changes.
- If the complainant is still not satisfied, he or she may ask the Superintendent to present an appeal to the Board of Education which shall make a final determination of the issue. The Board of Education may seek assistance from outside organizations such as the American Library Association and the Association for Supervision and Curriculum Development in making its determination.

### **INSTRUCTIONS TO THE EVALUATION COMMITTEE**

- Bear in mind the principles of freedom to learn and to read and base your decision on these broad principles rather than on defense of individual materials. Freedom of inquiry is vital to education in a democracy.
- Study thoroughly all materials referred to you and read available reviews. The general acceptance of the materials should be checked by consulting standard evaluation aids and local holdings in other schools.
- Passages or parts should not be pulled out of context. The value and faults should be weighed against each other and the opinions based on the materials as a whole.
- Present both majority and minority opinions to the complainant at the conclusion of the discussion of the questioned material.



## Request for Reconsideration of Materials Form Jackson County Schools

If you wish to request reconsideration of school or library resources, please return the completed form to your principal. The principal will then submit this form to the district for re-evaluation by the Media Committee.

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

**CHECK ONE:**

\_\_\_\_\_ Resident      \_\_\_\_\_ Employee      \_\_\_\_\_ Other

Does the person making this request represent him/herself personally or a group or organization?

\_\_\_\_\_ If a group or organization, please identify:

**ITEM DESCRIPTION:**

Author/Producer & Publisher: \_\_\_\_\_

Title: \_\_\_\_\_

Date of Publication: \_\_\_\_\_

**PLEASE ANSWER THE FOLLOWING QUESTIONS. IF YOU NEED MORE SPACE, USE THE BACK OF THE FORM OR ATTACH A SEPARATE SHEET OF PAPER.**

1. What action are you requesting the committee consider?

\_\_\_\_\_

2. Is the resource part of the curriculum, library collection, or other?

\_\_\_\_\_

3. What brought this resource to your attention?

\_\_\_\_\_

4. Have you read, viewed, or listened to the material in its entirety?

\_\_\_\_\_

5. What concerns you about the resource? Please be specific; cite pages, etc.

\_\_\_\_\_

6. What good features do you identify? \_\_\_\_\_

7. Do you wish to make an oral presentation to the Media Committee? \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date