

Revised 09/21/2010

Simons Middle SchoolSBDM
Approved 10/18/2010Collection Development Policy**Mission Statement**

We believe in the freedom to read, choose, and learn from information that can be found inside these walls and beyond.

Services and Programs

The Simons Middle School Library is located in Flemingsburg, Kentucky. This is the only public middle school in the county. This library serves approximately 400 students grades 7 and 8. This library will ensure equality, fair use, as well as fair access to all materials. It will promote flexibility in scheduling and present diversity and a range of possible viewpoints. The library media specialist will work with faculty and staff to form a collection that will meet a variety of learning styles and needs. It is the responsibility of the library media specialist to demonstrate professional standards and regularly participate in professional development.

Broad Goals

The most basic goal of the Simons Middle School Library is to provide access to a variety of materials and ensure that students and staff utilize and effectively use information available to them. Furthermore, we believe that all students and staff should be guaranteed intellectual freedom as it is reinforced by the Constitution of the United States of America, First Amendment. It is our belief that through teacher and librarian collaboration, support and information can be given more effectively. We uphold and support the goals and objectives in the SMS curriculum and effectively use technology to enhance that curriculum. It is our responsibility and goal to inform students, parents, and the community about programs and materials that are available through this library.

The library collection is to be learner centered to meet the needs of students, faculty, and the community. It is the goal of this library to select and maintain materials that support intellectual freedom, support and enhance school curriculum, meet the needs of students, and provide equal access to information. It is our goal to obtain materials that will be utilized by students and teachers to focus on life-long learning.

School Reading ESS and RTI

Simons Middle School has created day time ESS and RTI programs that the collection will support and that the media specialist will work to enhance. These programs have been implemented to increase testing scores and to enhance student achievement. This policy allows students to utilize materials in the Simons Middle School Library, as they will enjoy open access to the library during ESS and RTI programs. Furthermore, the library shall collect and maintain a collection of books to be checked out a classroom sets to support ESS and RTI programs.

Interlibrary Loan Policy and Sharing

The Simons Middle School Library works with other agencies to ensure the availability and access to materials. Interlibrary loan between other agencies must be approved by the Fleming County Board of Education. Requirements from other agencies are a collection development policy that meets the guidelines in regards to selection. Furthermore, the SMS Library does share materials with the Fleming County Public Library through interlibrary loan. Some materials that are included in the collection at the Fleming County Library are not purchased for the school library collection. These materials are usually materials that the SMS library cannot purchase because factors such as of budget restrictions and library space.

The Collection and General Collection Development

The collection at the Simons Middle School Library has approximately 7,800 (7,000) books, 40 DVDs, 242 (100) videos, 71 (50) audio books, 36 (25) magazines, and 2 (4) newspaper subscriptions, and 1,000 paperback books. Each year the collection grows by approximately 150 books, 15 audio books, and possibly subscriptions to databases, magazines, and newspapers. The collection houses a large amount of reading materials at the youth reading level and elementary reading level. Students also have access to some materials that are considered Young Adult Materials as well as a small collection of diverse resources including games, picture books, graphic novels, Spanish Language Materials, etc.

When selecting materials for the collection the reading levels of students are considered as well as the demand for the materials in regards to curriculum, a variety of sources that include different viewpoints, reading for understanding, and reading for enjoyment. Other general collection guidelines that are considered are making sure that materials promote differentiation of learning styles, replacing lost or stolen items that are popular among students and faculty, exhibiting interesting materials, selecting materials that are challenging, and purchasing new materials as needed.

Chronological Coverage

The materials included in the library collection are considered by the current media specialist to be very old in regards to publication. The plan for the next 10 years in the SMS library is to refresh the collection with a variety of new materials that will ensure that the needs of students and faculty are met. The collection weeding policy has been revised to remove materials that are considered out of date in that they provide inadequate information or are damaged beyond repair. Some publications that are retained in the collection that are considered older resources will only be kept if they are adequate sources of knowledge and have accurate information.

In the last two years at SMS the library collection has been dramatically transformed by the Laura Bush Foundation for America's Libraries Grant. The average age of the collection has increased and should continue to do so as materials that are out of date are removed.

Languages

The SMS Library has a very small amount of Spanish learning resources. Collaboration with both the ELL Staff and students who are English Language Learners should occur prior to ordering materials for ELL students. The library collection also includes a small number of resources that are aides for learning other languages including French, Japanese, Chinese, and German. There are more Spanish materials selected each year due to the demographics of the school and the community.

Multiple Copies

The decision to purchase multiple copies of materials is based on the demand of the material at the SMS library. When deciding to purchase multiple materials it is taken into consideration the copies obtained by the public library as well as the Simons Middle School Library. If a resource is in high demand, the decision to purchase multiple copies is the decision of the school library media specialist. The works of popular authors and materials that are used heavily during the year for curriculum-based projects are the most commonly duplicated resources in the library. As budgeting allows the SMS library works to ensure multiple copies of materials that are frequently checked out and are considered popular among students and faculty are purchased.

It is an ongoing goal of the library program to begin purchasing at least one classroom set of books each year. Teachers need these materials in RTI and ESS programs. The demand for classroom sets of books at SMS is high. It should also be taken into consideration each year to purchase materials for teachers to use.

Formats

The Simons Middle School Library collects the following formats: books, periodicals, newspapers, sound recordings, videotapes, software, DVD's, CD-ROM's, Playaway's and online databases. The library has no collection of microfilm and a very small collection of photo slides. Most materials purchased for the library should be hard-back or library bound to ensure their use for years to come. The majority of books in the SMS library are hardback books or library bound, approximately 30% of the books in the collection are paperback.

Various other formats of materials are purchased to meet the needs of the student body; the need for specialized materials should be discussed with the media specialist. Through interlibrary loan, several large print materials can be obtained as well as small collection of brail materials. Every year the formats are accessed by the library media specialist, teachers, and special education teachers in the school and district to ensure the needs of IEP students can be met.

Selection of Materials and Resources

The materials selected for the Simons Middle School Library should meet and follow the following criteria:

- Reinforce the mission statement of the library, school, and district.
- Should be accurate and authentic.
- Should be culturally diverse and promote diversity.
- Be age and grade level appropriate.
- Reinforce the objectives in the curriculum.
- Provide a variety of different viewpoints.
- Have educational value.
- Promote differentiation of learning styles.
- Be attractive and enjoyable to the students and faculty.
- Promote literacy and life-long learning.
- It is recommended but not required that materials should be reviewed by a Professional Review Journal (i.e. *School Library Journal*, *Booklist*, etc).

Responsibility for Selection

The Simons Middle School Library Media Specialist is the expert when materials are considered for collection. However, the media specialist acts as the guide to selection and works in collaboration with teachers, special education teachers, and others in the learning community to make purchasing decisions. Attached to this document is a form that parents, students, and others may file out to have materials considered for selection. When materials are ready for purchase the final purchase order must be approved by the school superintendent.

Gifts and Donations Policy

Gifts and donations are accepted by the Simons Middle School Library. However, donated materials or gifted materials must go under the same selection policy as all other materials that are added to the collection. Gifts that are considered inappropriate or unacceptable will be respectfully declined.

Vendors

The following is a list of vendors commonly used by the Simons Middle School Library when ordering materials. Other vendors can and should be used as necessary.

Follett

1340 Ridgeview Drive
McHenry, Illinois 60050
Telephone: 1-888-511-5114
Fax: 1-800-852-5458
Customer Service: 1-800-435-6170
Web Site: fir.follett.com

Perma Bound

617 East Vandalia Road
Jacksonville, IL 62650-3599
Telephone: 1-217-243-5451
Fax: 1-217-245-2105
E-mail: perma-bound@worldnet.att.net
Web Site: www.perma-bound.com

BTSB

1800 West Morton
Jacksonville, IL 62650
Telephone: 1-800-637-6586
Fax: 1-800-747-2872
Web Site: www.btsb.com

Brodart

Clinton County Industrial Park
100 North Road, P.O. Box 300
McElhattan, PA 17748
Telephone: 1-800-265-8470
Fax: 1-800-363-0483
Web Site: www.brodart.com

Highsmith

W5527 Highway 106
P.O. Box 800
Fort Atkins, WE 53538-0800
Telephone: 1-800-558-3899
Fax: 1-800-835-2329
Web Site: www.highsmith.com

EBSCO

P.O. Box 1943
Birmingham, AL 35201-1943
Telephone: 1-205-991-6600
Fax: 1-205-995-1636
Web Site: www.ebsco.com

The Library Store, Inc.
 112 E. South St
 Tremont, IL 61568
 Phone: 1-800-548-7204
 Fax: 1-800-320-7706
 Website: www.thelibrarystore.com

Office Depot
 2200 Old Germantown Rd.
 Delray Beach, FL 33445
 1-800-GO-DEPOT
 Website: www.officedepot.com

Preservation and Maintenance

It is the responsibility of the library media specialist at Simons Middle School to educate students and staff on preservation of the collection. Reasonable steps should be taken to ensure the materials in the library are kept in good condition. Materials should be kept away from directed heat and light, kept properly on shelves in the upright position when possible, stored in a climate-controlled environment with little exposure to heat and moisture, and handled with care and respect.

Materials should be repaired when possible; this is the responsibility of the media specialist. Non-acidic tape or glue may be used with care; book jackets should be laminated or covered with Mylar and attached firmly to books to prevent damage. Non-print materials and technologies should be maintained, dusted regularly, and fixed when necessary.

Weeding and De-Selection

De-selection and weeding are part of the library process. Staff members are asked throughout the year to help weed through the library collection in regards to their area of expertise. The library media specialist is responsible for weeding and deselecting materials each year before school begins. The following are reasons for de-selection:

- Material no longer meets the needs of the staff, students, and/or curriculum.
- Materials that are beyond repair or broken.
- Materials that are inaccurate, inappropriate, or provide incorrect or false information.
- Unused and unnecessary volume sets that are no longer used by students and staff.

Challenged Materials

When a material within the collection is challenged or a concern about a material is expressed it is the media specialist's job to consider the rights and needs of the citizen, and allow them to express their opinion. The process by which a citizen, parent, guardian, students, or member of the staff may challenge a material within the collection is included within the appendix of this document. The appropriate form labeled, "Request for Reconsideration of Instructional Materials," should be filled out and mailed to the address on the form. The complaint will then be considered by the school principal, in which a conference between the person filing the complaint, the media specialist, and the principal will be scheduled. If the issue cannot be resolved it will be taken to the Board of Education, the person filing report will be invited to the meeting to voice their concern over the material. The material will not however, be removed from the collection or shelf until a decision is made from the committee. After the committee or directors have made a decision it will be carried out.

Intellectual Freedom

The United States Constitution guarantees intellectual freedom through the First Amendment. The Simons Middle School Library has adopted the American Library Association's Library Bill of Rights. When selecting resources and access to information the goal of this library is to:

- Allow information and materials that are diverse and use different viewpoints.
- Present, maintain, and select materials without bias.
- Follow the Collection Development Policy.
- Uphold the First Amendment right of all students and citizens.

Copyright

This library strives to uphold the copyright laws. The following guidelines have been developed in correlation with the US Code:

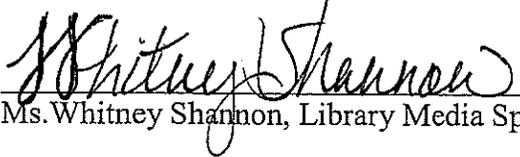
- School employees, students, and others must adhere to the Copyright Act of 1976, Title 17 of the US Code.
- School employees must conform to the Digital Millennium Copyright Act of 1998.
- Illegal copies of materials may NOT be used on school equipment.
- The school principal will be responsible for establishing policies that enforce the copyright laws.
- The Fleming County School Board is responsible for enforcing and upholding copyright laws and policies.

Appendices

- A. Simons Middle School Computer and Internet Student Use Agreement
- B. Fleming County School District Acceptable Use Policy
- C. Library Bill of Rights from the American Library Association
- D. Faculty Recommendation for Library Media Center Materials
- E. Parent and/or Student Recommendations for Library Media Center Materials
- F. Request for Reconsideration of Instructional Materials
- G. Bibliography

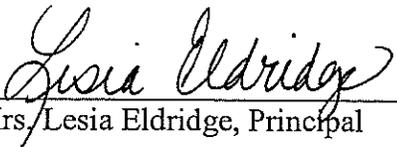
Policy Implementation, Evaluation, and Revision

This policy will be reviewed every three years by the Simons Middle School Library Media Specialist and the Simons Middle School Principal. The policy will be reviewed every five years by the Fleming County Board of Education. The action to adopt this policy should be recorded in the minutes of an official meeting and signed by the appropriate persons.



Ms. Whitney Shannon, Library Media Specialist

10/26/10
Date



Mrs. Lesia Eldridge, Principal

10/18/10
Date

Mr. Tony Roth, Superintendent

Date

Eddie Ward, Chairman, Fleming County Board of Education

Date

Simons Middle School Computer and Internet Student Use Agreement

The Fleming County Acceptable Use Policy is distributed to all students, parents/guardians, and staff at the beginning of the year. A signed agreement is contained in the student enrollment form each year and must be on file before access to the internet is available. The following agreement must be signed by all Simons Middle School Students and is kept on file in the media center at the beginning of each year before access to technology will be given.

I understand that . . .

- The use of the technology such as the internet and school computers is a privilege not a right that can be revoked.
- School computers and other technology may only be used for schoolwork.
- I am not permitted to access or create offensive, inappropriate, dangerous, or illegal material via the internet or using other technology.
- My school e-mail address and log-on information is for my use only and will not be given out to anyone to protect due to safety and privacy.
- Personal information about myself and others should not be given to anyone or any web-site on the internet to protect myself and others.
- If I access inappropriate information, I should immediately close the browser and alert the library media specialist or the teacher.
- I do not have the right to access any other files on the computer owned by the Fleming County Board of Education and will not change settings on the computer, and I will use the software authorized by the school.
- I will take care and cause no harm/damage any technology equipment.
- There will be no food or drinks allowed in the library media center or in the computer labs.
- The only information that I will print out is for school related work/activities.
- I will respect all copyright guidelines and appropriately cite sources that I use on the internet, and understand the penalties for violating the copyright guidelines are severe.
- The Fleming County Board of Education monitors all material that is viewed on the schools network.

I have read this agreement and understand the policies and rules set by the school in regards to using the internet and technology provided. I understand that if I do not follow policies, rules, and procedures outlined here and in the Acceptable Use Policy set by the Fleming County Board of Education, I could lose the privilege of using the schools technology resources. If I fail to honor this agreement, I understand that disciplinary action can be taken against me.

Student Name: _____ Date: _____

Student Signature: _____ Date: _____

Fleming County Schools



Access to Electronic Media

Fleming County School District Acceptable Use Policy

The Fleming County School District provides students and staff with a service called the Network. The Network is a computer service, which includes the use of computers, servers, software, Internet and E-mail. This Policy addresses the acceptable use of the Network. It also addresses the use of stand-alone computers, peripherals, telephone usage and other instructional technology equipment. All employees, students, parents/guardians or any other persons accessing the Network must sign the Acceptable Use Policy before direct access is provided.

In addition to providing students with the understanding and skills needed to use the Network and telephone services in an appropriate manner, the Fleming County School District:

- Reserves the right to monitor all activity on the Network.
- Reserves the right to monitor computer use or lack of use.
- Reserves the right to deny access of the Network to any individual.
- Shall establish procedures that will maximize the Network system security.
- Shall supervise student use of the Network and Telephones.

The following standards for student and staff access to the Network will be as follows:

- Network access throughout the district is to be used only for instruction, research, school administration, and work related communications. District access is not to be used for private business.
- Instructional staff will select and guide students on the appropriate use of Internet and instructional software on the Network.
- The district will be responsible for supervising network use. Auditing procedures are in place to monitor access to the network. School and district proxy servers will be continually monitored and updated in accordance with the federal legislation, Children's Internet Protection Act (CIPA: 47 U.S.C. 254), KY Senate Bill 230, and KY KAR 5:120.
- However, the district cannot continually monitor every communication and network session for every student and staff member beyond the scope of supervision defined in the user agreement.
- Internet access and supervision from outside the district premises is the responsibility of the parents or guardians.
- Users should not reveal their full name and personal information (address, phone number, financial information, social security number, etc.) or establish relationships with "strangers" on the network, unless the communication has been coordinated by instructional staff.
- Staff will not reveal a student's full name or post a picture of the student or the student's work on the Network with personally identifiable information unless the parent has given written consent.
- The content of any district web page is the responsibility of the sponsoring staff member who hosts the page.
- School-related clubs and organizations that wish to establish a web site must be a part of the school's web account.
- Non-instructional chat rooms may not be included on any school web account.

- Be polite. The use of appropriate language shall not include vulgar or abusive messages.
- Attempting to disrupt communication on the network by creating or downloading computer viruses or destroying data of other users is a form of vandalism.
- Passwords are private. You are responsible for your password. Do not allow others to use your password. Do not use another user's password or trespass in folders, work or files of others.
- Use of the Network that offends or tends to degrade others will not be allowed.
- Do not attempt to gain unauthorized access to resources and entities.
- Do not install or use any unauthorized software or hardware to any district computer system or Network. This includes down loading games, music, videos, etc. Copyrights must be respected.
- Do not use the Network for any illegal activity, including violation of copyright or other contracts.
- Do not attempt to modify or remove computer equipment, software, or peripherals without proper authorization.
- Do not take actions, without authorization, which interfere with the access of others to information systems.
- Do not circumvent logon or other security measures. (McAfee, etc.)
- Do not use proxy anonymizer (proxy bypass) sites to circumvent network restrictions.
- Streaming or downloading video or audio for non-educational purposes is strictly prohibited.
- Do not use MUD (multi-user games) via the network.
- Do not purposefully annoy other Internet users, on or off the Fleming County Network. This includes such things as continuous talk, requests, chat lines, etc.
- Do not establish or access e-mail accounts through third party providers. Only Kentucky Education Technology Systems can be used.
- Use of pen drives (USB flash drives) is limited to educational purposes. Pen drives may not be used to transfer software, inappropriate material, or downloaded music, games, or videos to the district network. Pen drives must be scanned for viruses upon connecting to a network workstation.

Telephone Usage

- Telephone calls are available primarily to provide two-way communications with the school office and for contact with parents.
- Staff will refrain from using telephones during instructional time.
- Students may use the telephones under staff supervision when there is a legitimate need such as: calling parents to arrange transportation, delivery of medicine or clothes, or similar rare circumstances.
- Instruction time will not be interrupted to transfer calls except in emergencies.
- The use of cellular devices by students and staff during the school day is prohibited except in emergency situations.

All guidelines contained within this AUP governing inappropriate language apply to telephone usage. The procedures in this AUP governing telephone usage also apply to district cellular phones and other wireless telecommunication systems.

Staff and Student Owned Computing Devices

The Fleming County School District continues to improve Network services. Where wireless network access is available, students and staff may be permitted use personally owned devices, when appropriate. The following conditions must be addressed prior to the district allowing access to any student or staff member.

- Security, including virus protection

- Network stability
- Liability for personal property
- Repairs and upgrades

Any student or staff member who brings a personally owned computer or other technology device to school shall be personally responsible for the safety and security of the equipment, and shall therefore be responsible for any damages to those devices. No privately owned device shall be granted access to the Network without authorization of the district technology staff. Any device that connects to the Internet via wireless connection (802.11 a/b/g/n) is considered a technology device. Any device that operates via the following operating systems is considered a computing device: Palm OS, Windows, Pocket PC, Mac, or other like system. Student-owned devices connecting to the Fleming County Schools network wirelessly may be granted Internet access only. All Internet traffic shall be logged and filtered through the district proxy (Senate Bill 230; 701 KAR 5:120)

Any software residing on privately owned computing or technology devices is the sole responsibility of the owner and must be personally owned and legally obtained. The District shall not be responsible for determining whether software residing on privately owned devices is legal. Anti-virus software is the responsibility of the owner and must be updated to meet the minimum requirements of the district. Any device failing to meet anti-virus standards will be denied access to the District Network. Any personal software residing on student or staff owned devices that interfere with the Fleming County Schools Network may be removed by District technology staff; alternately, the technology staff may remove the device from the network until such software is removed.

Repair and maintenance of student and staff owned devices is the sole responsibility of the owner. District owned internal components may not be added to personally owned devices. Any damages incurred to personally owned devices as a result of use on the Fleming County Schools Network are the responsibility of the owner. The privacy and security of any item stored on or transmitted by personally owned devices is the responsibility of the owner.

For all privately owned computing or technology devices in Fleming County Schools, the District reserves the right to:

- Monitor and log all activity.
- Determine when and where the use of such devices is permissible.
- Determine whether specific uses of these devices are consistent with the Acceptable Use Policy and Discipline Handbook.
- Determine whether use of these devices or network resources is appropriate.
- Install additional management software and/or apply permission or security policies to such devices.
- Remove the user's access to the network and/or terminate the right to use personally owned equipment in district facilities if it is determined that the user has engaged in unauthorized activity or has violated the Acceptable Use Policy.

Please complete the information below and return a copy to the District Technology Coordinator to request permission to use a privately owned computing or technology device on the Fleming County Schools Network.

Brand Name: _____ Model #: _____ Serial #: _____

Description: _____ Equipment Location: _____

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Disciplinary Action

- Student discipline for violation of any part of these procedures shall be based on the severity of the infraction.
- Student disciplinary action includes, but is not limited to, the loss of any or all computer privileges, termination of the user’s account, removal from the class with a failing grade and/or suspension/expulsion. Privileges will be reinstated at the discretion of the district administrators.
- Discipline of staff may involve actions up to and including termination of employment.
- Parents, guardians and/or perpetrators may be billed for damages to technology resources.
- Illegal/criminal activities will be referred to the appropriate law enforcement agency.
- Students or staff members who deface a District web site or otherwise make unauthorized changes to a web site shall be subject to disciplinary action, up to and including expulsion and termination, as appropriate.

Outlook Live

The Outlook Live e-mail solution is provided to your child by the District as part of the Live@edu service from Microsoft. By signing this form, you hereby accept and agree that your child’s rights to use the Outlook Live e-mail service, and other Live@edu services as the Kentucky Department of Education may provide over time, are subject to the terms and conditions set forth in District policy/procedure as provided, and that the data stored in such Live@edu services, including the Outlook Live e-mail service, is managed by the district pursuant to policy 08.2323 and accompanying procedures. You also understand that the Windows Live ID provided to your child can also be used to access other electronic services that provide features such as online storage and instant massaging. Use of those Microsoft services is subject to Microsoft’s standard consumer terms of use (the Windows Live Service Agreement), and data stored in those systems is managed pursuant to the Windows Live Service Agreement and the Microsoft Online Privacy Statement. Before you child can use those Microsoft services, he/she must accept the Windows Live Service Agreement and, in certain cases, obtain your consent.

Electronic Access/User Agreement Form

STUDENT NAME: _____

PARENT NAME: _____ SCHOOL: _____

I have read the District's Acceptable Use Policy, understand the policy, and agree to comply with the policy as stated. Should I violate the policy, I understand that I may lose network privileges.

Student Signature

Date

As the parent or legal guardian of the student signed above, I grant permission for the student to access networked services such as e-mail and the Internet. The District uses software to control access to objectionable material on the Internet and provides supervision of student computer use. However, I understand that some material accessed on the Internet may be objectionable. I accept responsibility for providing the student guidance on Internet access.

Parent/Guardian Signature

Date

Parent Permission for World Wide Web Publishing of Student Work

We understand that our daughter's/son's work (art, writing, etc.) may be considered for publication on the World Wide Web, a part of the Internet. No home address or telephone number will appear with such work.

We grant permission for publishing on the World Wide Web as described above. A copy of all work published on the World Wide Web will be printed out and sent home with the student.

Parent/Guardian Signature

Date

I, the student, give permission for publishing my work on the World Wide Web.

Student Signature

Date

NOTE: Federal law requires the District to monitor online activities of minors.

Staff Agreement and Responsibility – (Must be signed if working with students and the network)

I understand and will abide by the Fleming County School District's Acceptable Use Procedures for Network Access and Telephone Usage. I further understand that any violation of the regulations stated in this policy is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, disciplinary action up to and including termination may be taken, and/or appropriate legal action may be pursued.

I agree to promote the Acceptable Use Procedures with each of my students. I agree to instruct students on acceptable use of the network and proper network/telephone etiquette. During the times students are assigned to my care, I agree to direct students to acceptable network/telephone resources and monitor their use at all times. Neglect in my responsibility as an instructor could result in disciplinary action.

Personnel Name (Please print): _____ School Assignment: _____

Job Title: _____

Signature: _____ Date: _____

Library Bill of Rights

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 abridgement 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 and affiliations of the individuals or groups requesting their use.

Adopted June 18, 1948 by the American Library Association; amended February 2, 1961; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.

**Faculty Recommendations for
Library Media Center Materials**

Return to the media center upon completion.

Teachers Name: _____ Date: _____

Subject Areas Taught: _____

Curriculum Unit Material Requested For:

Special Needs (Visually Impaired, ESOL, G/T):

Type of Media Requested (e.g. book, video, computer software, CD-ROM):

Please List Specific Recommendations:

1. Author:
2. Title:
3. Publisher/Producer:
4. Copyright Date:
5. Please explain why you are recommending this resource.

Approval: Yes <input type="checkbox"/> No <input type="checkbox"/>	Library Use Only Date Material Purchased: _____
Vendor: _____	Review Source: _____

**Parent and/or Student Recommendations for
Parent/Student Library Media Center Materials Request**

Return to the media center upon completion.

Name: _____ Date: _____

Address: _____

City, State, Zip: _____ Phone: _____

Special Needs (Visually Impaired, ESOL, G/T):

Type of Media Requested (e.g. book, video, computer software, CD-ROM):

I would like materials on these subjects in the library media center:

The library needs more information on the following subjects:

Please List Specific Recommendations here:

1. Author:
2. Title:
3. Publisher/Producer:
4. Copyright Date:
5. Please explain why you are recommending this resource.

Library Use Only	
Approval: Yes <input type="checkbox"/> No <input type="checkbox"/>	Date Material(s) Purchased: _____
Materials Purchased:	

Request for Reconsideration of Instructional Materials

Author: _____ Type of Material: _____

Title: _____

Publisher (if known): _____

Request Initiated By: _____

Street Address: _____

City, State, Zip: _____ Telephone: _____

Curriculum Area: _____

Grade Area of Item: _____

Complainant Represent: _____

(Example: self, name of organization, identify other group)

1. What within the item do you find to be objective? (Please be specific)

2. What do you feel might be the result of using/reading/viewing this item?

3. For what age group would you recommend this item?

4. Do you feel there is value in this item?

5. Have you examined the item in its entirety? If not, which parts did you read?

6. Have you had an opportunity to discuss the proposed use of this item with a member of the staff or administration?

Date: _____

Signature of Complainant

Please send this request to:
Whitney Shannon
Library Media Specialist
Simons Middle School Library
242 West Water Street
Flemingsburg, KY 41041

References

- American Library Association. (1996). *Library bill of rights*. Retrieved October 8, 2007, from <http://www.ala.org/ala/oif/statementspols/statementsif/librarybillrights.htm>
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Policy Adapted From:

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