

**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.

- 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.
- 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.
- Libraries should challenge censorship in the fulfillment of their responsibility of providing information and enlightenment.
- Libraries should cooperate with all persons and groups concerned with resisting abridgement of free expression and free access to ideas.
- A person's right to use a library should not be denied or abridged because of origin, age, background, or views (concerns meeting rooms and exhibits spaces).

**Book Selection**

1. Provide for the needs of the individual school based on knowledge of the curriculum, the existing collection, and requests from students, parents, and school personnel.
2. Provide materials of high artistic, historic and literary quality.
3. Provide a balanced collection, with a fair proportion of each type of material selected to meet the needs of the curriculum, the students and professional staff at all levels.
4. Provide materials for students with a wide range of skills and abilities as well as materials with diversity of appeal and different points of view.
5. Provide fair and objective presentations of sensitive subjects at the maturity level for which selected.
6. Consider materials on the basis of overall purpose; timeliness or permanence; importance of the subject matter; appropriateness to the subject matter and intended audience; quality of the writing and production; readability and popular appeal; authoritativeness; format and price; reputation and significance of the author, artist, composer, producer, or publisher.
7. Select materials on the basis of their strengths rather than to reject on the basis of their weaknesses.

There are several sources for locating materials that fit the above criteria:

Professional journals have sections on book reviews:

- School Library Journal

- Library Media Connection (formerly Book Report)
- Voice of Youth Advocates
- Horn Book
- The English Teacher
- Preview boxes

This is helpful for nonfiction books because you can judge the content, reading level, attractiveness for yourself rather than take the publisher's word.

- Salesman who bring samples

### **Review of Book Usage and Electronic Media**

Camas County School District has approved the state-adopted textbooks for each class. Supplemental books and/or electronic media are reviewed by teachers, librarians or curriculum committees for coordination and approval in the respective grades or subjects. If questions develop with respect to the use and/or appropriateness of any particular book or electronic media, a review of the usage of the book or electronic media may be requested. The following steps must be taken:

1. A Request for Review of Book or Electronic Media Usage form must be completed by a staff member or district patron.
2. This form, along with a request for review, clarification and determination of said book and/or book usage or electronic media, must be presented to the appropriate teacher, librarian or committee.
3. In the event that the review, clarification and/or determination is not to the satisfaction of the staff member or patron who made the request, the appropriate building principal may be asked to review the clarification and/or determination.
4. If the principal feels that additional clarification of the book or usage of the book and electronic media is desirable, he or she will request a review committee be formed. The principal will appoint the committee. The committee will include representatives from the library and/or the subject area department, a student, a patron, and principal and such other persons as may be deemed appropriate.
5. The review committee shall submit its recommendations to the building principal. The building principal will submit the recommendations to the superintendent of schools for disposition or final action.

Since the variation of cultures, mores, religions, backgrounds and other factors may affect the acceptability of education materials, alternative or supplemental materials are recommended where possible. These supplemental materials may include a variety from which the student may choose according to his or her interest or preference.

**Request for Review of Book or Electronic Media Usage Form**

Request initiated by:

Address:

Book/electronic media title:

Author (if applicable):

Publisher/producer (if known):

Copyright:

Complainant represents:

Him/herself:\_\_\_\_\_

Organization or group name:\_\_\_\_\_

**Weeding**

**MUSTY** is an acronym that should be used in the weeding process.

**M** - Misleading and/or factually inaccurate material.

**U** - Ugly. Refers to the book's physical condition. Materials that are worn and beyond repair.

**S** - Superseded. Newer editions or much better books should replace obsolete, out- of-date materials. Obsolescence occurs much more rapidly in some subject areas than others. Some areas like mythology are timeless; others like technology change frequently.

**T** - Trivial and of no discernible value. This would include materials that contain poor writing, have a subject or reading level inappropriate for the students and/or are no longer on standard lists of recommended materials.

**Y** - Your particular collection has no use for this material because the content or format is irrelevant to the school's needs.

**LEGAL REFERENCE:**

**ADOPTED:**

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