

WEST WASHINGTON SCHOOL CORPORATION
Library Selection and Review Policy

SECTION 1 – PHILOSOPHY

I. LIBRARY BILL OF RIGHTS

- A. The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.
1. 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.
 2. 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.
 3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
 4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
 5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

II. RIGHT TO READ

- A. The following is based on the National Council of Teachers of English letter "The Right to Read."

The right to read can be used wisely or foolishly. In many ways, education is an effort to improve the quality of choices open to man. But to deny the freedom of choice in fear that it may be unwisely used is to destroy the freedom itself. For this reason, we respect the right of individuals to be selective in their own reading. But for the same reason, we oppose efforts of individuals or groups to limit the freedom of choice of others or to impose their own standards or tastes upon the community at large.

The right of any individual not just to read but to read whatever he wants to read is basic to a democratic society. This right is based on an assumption that the educated and reading man possesses judgment and understanding and can be trusted with the determination of his own actions.

Many works contain isolated elements to which some individuals or groups may object. The literary artist seeks truth, as he is able to see and feel it. As a seeker of truth, he must necessarily challenge at times the common beliefs or values of a society; he must analyze and comment on people's actions and values and the frequent discrepancy

between what they purport to live by and what they do live by. Moreover, the value and impact of any literary work must be examined as a whole and not in part – the impact of the entire work being more important than the words, phrases, or incidents out of which it is made. Censorship leaves students with an inadequate and distorted picture of the ideals, values, and problems of their culture. Many well-meaning people wish to restrict reading materials in schools to books that do not mention certain aspects of life they find offensive.... Although he may personally abhor one or more of these facets of modern life, the...teacher has the responsibility to encourage students to read about and reflect on many aspects, good and bad, of their own society and of other cultures.

The purpose of education remains what it has always been in a free society: to develop a free and reasoning human being who can think for himself, who understands his own and, to some extent, other cultures, who lives compassionately and cooperatively with his fellow man, who respects both himself and others, who has developed self-discipline and self-motivation and exercises both, who can laugh at a world which often seems mad, and who can successfully develop survival strategies for existence in that world...

III. Mission statements:

- A. The West Washington Junior-Senior High School, in association with the community, will maintain a caring, supportive climate in which students may develop self-esteem and self-confidence through successful experiences. The school will provide educational opportunities ...so that each student will learn basic knowledge skills, practical living skills, and critical thinking skills in order to develop to the highest level possible both academically and socially.
- B. West Washington Elementary School will strive to provide a challenging, nurturing, and safe environment through a partnership with home, school, and community where our students have the opportunity to achieve their full potential and become responsible and independent citizens.

SECTION 2 – GOALS AND OBJECTIVES

- I. The goals and objectives of the West Washington School libraries shall be as follows:
 - A. To provide and maintain a collection of book and non-print media materials designed to compliment and enrich the school curriculum.
 - B. To make available new and varied materials of use and interest to both students and teachers.
 - C. To provide instruction and guidance in the use of the library and research materials.

- D. To provide a wide selection of books for leisure reading and to promote a varied selection by the students.
- E. To provide a wide range of educational materials on all levels of difficulty, with diversity of appeal, allowing for the presentation of many different points of view.
- F. To provide a quiet, efficient place for study or leisure reading.
- G. To implement, enrich, and support the educational program of the school.
- H. To provide a service as liaison with the local and state libraries.

SECTION 3 – SELECTION POLICY

- I. Responsibility for selection:
 - A. The Board of Education is legally responsible for all matters relating to the operation of West Washington School Corporation.
 - B. The responsibility for the selection of books and audiovisual materials for the library is delegated to the professionally-trained and certified staff employed by the school system.
 - C. While selection of materials may involve many people (principals, teachers, librarian, and students), the responsibility for coordinating the selection of materials and making the recommendation for purchase rests with the licensed librarian.
 - D. Final authority in selection shall rest with the board based on recommendation by the principal and librarian.
- II. Selection criteria
 - A. Materials should be of varied levels of difficulty, taking into consideration individual need and varied interests, abilities, socio-economic backgrounds and maturity levels of the students served.
 - B. Materials shall meet high standards of quality for content and presentation.
 - C. Materials shall have academic, aesthetic, literary, or social value.
 - D. The selection of materials on controversial issues will be directed toward maintaining a balanced collection representing various views.
 - E. Materials shall be selected for their strengths rather than rejected for their weaknesses.
 - F. Specific criteria to consider:
 - 1. Educational significance
 - 2. Contribution the subject matter makes to the curriculum and/or to the interest of the students.
 - 3. Favorable reviews found in standard selection sources.
 - 4. Reputation and significance of the author and/or publisher.
 - 5. Valid, up-to-date, appropriate material.
 - 6. Contribution the material makes to breadth of representative viewpoints on controversial issues.
 - 7. High degree of potential user appeal.
 - 8. High artistic quality and/or literary style.
 - 9. Value commensurate with cost and/or need.

10. Timeliness or permanence.
 11. Integrity.
- G. The following recommended lists may be consulted in the selection of materials, but selection is not limited to their listings:
1. Senior High School Library Catalog
 2. Junior High School Library Catalog
 3. Elementary School Library Catalog
 4. Current reviewing journals:
 - a. School Library Journal
 - b. Booklist
 - c. VOYA
 - d. Library Sparks
 - e. Other respected journals
- III. Selection procedure
- A. In the selection of materials for the library, the librarian will evaluate the existing collecting and the curriculum needs and will consult reputable, professionally prepared selection aids and other appropriate sources.
 - B. Recommendations for purchase will be solicited from faculty and students.
 - C. Gift materials shall be judged by the criteria in Part II of this section and shall be accepted or rejected by those criteria.
 - D. 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.

SECTION 4 – PROCEDURES FOR DEALING WITH CHALLENGED MATERIALS

- I. Objection
 - A. Any resident or employee of the school district may raise objection to materials housed in the school library.
 1. The school official or staff member initially receiving a complaint shall try to resolve the issue informally by explaining the philosophy and goals of the school district and/or the library. The material questioned shall remain in use.
- II. Request for re-evaluation
 - A. If the person making an objection to a material is not satisfied with the results of the informal discussion, he/she should be referred to the school principal. If, after discussion with the principal, the complainant desires to file a formal complaint, the principal will supply the Re-Evaluation Form to be completed in full.
 1. The Re-Evaluation Form shall be signed by the complainant and filed with the school principal or superintendent.
 2. If the Re-Evaluation Form has not been received within two weeks of the meeting with the principal, the matter shall be considered closed.

3. No questioned materials shall be removed from the library pending a final decision. Pending the outcome of the request for re-evaluation, however, access to questioned materials can be denied to the child(ren) of the parents making the complaint, if they so desire.
- B. Upon receipt of a completed Re-Evaluation Form, the school principal shall call together a committee of seven to consider the complaint.
1. The Re-Evaluation Committee shall be made up of:
 - a. Two teachers designated by the principal
 - b. The school librarian
 - c. Two students from the junior-senior high or elementary school as designated by the principal in the building involved.
 - d. Two members of the community appointed by the principal or superintendent.
 2. The principal shall designate a chairman of the committee.
- C. The committee shall meet to discuss the material.
1. The material shall be considered with both specific objectives and content in mind.
 2. This review shall be treated objectively.
 3. The best interests of the students and the requirements of the curriculum shall be stressed.
 4. Interested persons, including the complainant, may have the opportunity to share their views with the committee at a formal meeting. The complainant and known interested parties shall be given appropriate notice of the meetings.
 5. Both the strengths and weaknesses of the material shall be considered and opinions based on the material as a whole and not on passages taken out of context.
 6. Critical reviews of the material shall be read when available.
- D. The committee shall arrive at one of three decisions:
1. To take no removal action.
 2. To remove all of part of the challenged material from the school environment.
 3. To limit the use of the challenged material.
 4. The vote on the decision shall be by secret ballot.
- E. The written decision and its justification shall be sent to the principal and the superintendent.
1. This report shall be retained by the principal.
 2. Written reports, once filed, are confidential and available for examination by trustees and school officials only.
- F. The complainant shall have the right to appeal any decision of the Re-Evaluation Committee to the School Board.

REQUEST FOR RECONSIDERATION OF INSTRUCTIONAL MATERIALS

SCHOOL BUILDING WITH TITLE IN SCHOOL LIBRARY MEDIA COLLECTION :

WW Elementary _____ WW Jr.-Sr. High _____ Both _____

REVIEW REQUEST INITIATED BY:

NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

HOME PHONE _____ BUSINESS PHONE _____ EXT. _____

Complainant Represents:

1. Himself/herself: YES _____ NO _____

2. Other than himself/herself YES _____ NO _____

3. If yes was marked on #2, give name of group and/or person: _____

Address of group &/or person: _____

City _____ State _____ Zip _____

Phone number of group &/or person _____ Extension _____

The following questions are to be answered after the complaintant has read or viewed the material in its entirety. If more space is needed for any answers, please use back side of sheet or attach a separate page. (For simplicity, all questions will refer to books. Please rephrase questions if the material is not a book.)

1. Have you read the entire book? YES _____ NO _____

2. If yes, give a summary of the book in your own words. What do you believe is the theme or purpose of this book?

3. To what in the book do you object? Please be specific and cite pages.
4. What do you feel might be the result of reading this book? Please be specific and cite pages.
5. What do you like or find positive about this book? Please be specific.
6. Is there any age or group that should be allowed access to this book? If yes, who or what group? Please be specific and explain your reasoning.
7. Is there any age or group that should not be allowed access to this book? If so, who or what group? Please be specific and explain your reasoning.
8. Have you read any review of the material and if so, please list the source and date of the review. Yes____No____

LIST INFORMATION BELOW ABOUT REVIEWS FOUND FOR THIS MATERIAL

Source of Review(s) Date of Sources(s)

9. Are you aware of the judgment of this book and/or of this author by literary critics? Write what you know about these literary opinions.

10. What would you like the school to do about this book?

11. Can you recommend another title for the school library to purchase to present the opposite, or an alternative, point of view of the title in question? YES _____ NO _____

12. If number 11 was answered yes, please give the following information:

Title _____

Author _____

Publisher _____

Copyright Date _____ ISBN (International Standard Book Number) _____

Review
Source _____

Date _____ Page(s) _____

SIGNATURE _____ DATE _____

WEST WASHINGTON SCHOOL CORPORATION
LOCKER INSPECTION POLICY AND RULES

LOCKERS

Statement of Policy

All lockers made available for student use on the school premises are the property of the school corporation. The student's use of the locker does not diminish the school corporation's ownership or control of the locker. The school corporation retains the right to inspect the locker and its contents to insure that the locker is being used in accordance with its intended purpose, and to eliminate fire or other hazards, maintain sanitary conditions, attempt to locate lost or stolen materials and to prevent use of the locker to store prohibited or dangerous materials such as weapons, illegal drugs or alcohol.

Locker Rules

In order to implement the school corporation's policy concerning student lockers, the West Washington School Board adopts the following rules and regulations:

1. Locks. The school corporation will retain access to student lockers by (keeping a master list of combinations) (retaining a master key). Students may not use their own lock to prevent access to lockers by school officials and any unauthorized locks may be removed without notice and destroyed.
2. Use of Lockers. Lockers are to be used to store school supplies and personal items necessary for use at school. Lockers shall not be used to store "contraband" which are items that cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by state law or school rules, such as drugs, drug paraphernalia, beverage containing alcohol, weapon, any volatile substance, bomb or explosive device, any acid or pungent or nauseous chemical, any library book not properly checked out or overdue, unreturned gym or athletic equipment to keep their lockers in a clean and orderly manner.
3. Authority to Inspect. The school corporation retains the right to inspect lockers to insure they are being maintained in accordance with the conditions of Rule No. 2. All inspections of student lockers shall be conducted by the principal or a member of the administrative staff designated in writing by the principal.
4. Inspection of Individual Student's Lockers.
 - A. The inspection of a particular student's locker will not be conducted unless the principal or his designee has a reasonable suspicion to believe that the locker to be inspected contains contraband.
 - B. Before a particular student's locker is inspected, the student or students (if locker is shared) if present on the school premises, shall, where possible, be contacted and given the opportunity to be present during the conduct of the inspection unless circumstances

require that the inspection be conducted without delay in order to protect the health and safety of others present on school premises. Whenever an individual student's presence, the principal or his designee shall notify the student of such inspection as soon as practical thereafter.

5. Inspection of all Lockers.

- A. An inspection of all lockers in the school, or all lockers in a particular area of the school, may be conducted if the principal or superintendent reasonably believes that such an inspection is necessary to prevent, impede or substantially reduce the risk of (1) an interference with school purposes or an educational function, (2) a physical injury or illness to any person, (3) damage to personal or school property, or (4) a violation of state law or school rules.
- B. If a general inspection of a number of lockers is necessary, then all lockers in the defined inspection area will be examined. Students will not necessarily be given the opportunity to be present while a general inspection is being conducted.

6. Involvement of Law Enforcement Officials.

- A. The principal or superintendent may request the assistance of law enforcement officials to assist the school administrators in inspecting lockers or their contents for purposes of enforcing school policies only if such assistance is required:
 - 1. to identify substances which may be found in the lockers: or
 - 2. to protect the health and safety of persons or property.
- B. If a law enforcement official requests to inspect a student's locker or its contents, the principal shall require the production of a search warrant before allowing the inspection.
- C. If a law enforcement official requests the principal to make an inspection of a locker or its contents on behalf or in the place of such official, the request shall be denied. However, upon request of law enforcement officials, school officials may secure the locker and its contents for a reasonable period of time in order to permit the law enforcement official an opportunity to obtain a search warrant.

7. Disposal of Confiscated Contraband. All contraband confiscated from lockers may be disposed of by the principal or his designee as he or she deems appropriate, including (a) return to the proper owner or place; (b) use as evidence in a student discipline proceeding if possession of the contraband constitutes a ground for suspension or expulsion under IC 20-8.1-5-4; (c) delivery to the appropriate law enforcement officials for prosecution purposes if possession of the contraband constitutes evidence of a crime; (d) destruction.

8. Locker Maintenance. Nothing in these rules shall affect members of the custodial or other staff who repair defective lockers or clean out or supervise the cleaning out of (a) lockers from time to time in accordance with a posted general housekeeping schedule, (b) the locker of a student no longer enrolled in the school, or (c) a locker during any vacation period which is reasonably believed to contain rotting items such as food, wet clothes, etc.

The term "school purposes" refers to the purpose for which a school corporation operates: to promote knowledge and learning generally; to maintain an orderly and efficient educational system; and to take any action under the authority granted to school corporations and their governing bodies by statute.

The term "educational function" means the performance by the school corporation, or its officers or employees, of an act or a series of acts in carrying out school purposes.