



www.jaccendel.k12.in.us

JAC-CEN-DEL COMMUNITY SCHOOLS

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Jac-Cen-Del Elementary School Library Selection Criteria

General Criteria:

- Support and enrich the curriculum and/or students' personal interests and learning
- Meet high standards in literary, artistic, and aesthetic quality; technical aspects; and physical format
- Be appropriate for the subject area and for the age, emotional development, ability level, learning styles, and social, emotional, and intellectual development of the students for whom the materials are selected
- Incorporate accurate and authentic factual content from authoritative sources
- Earn favorable reviews in standard reviewing sources and/or favorable recommendations based on preview and examination of materials by professional personnel
- Exhibit a high degree of potential user appeal and interest
- Represent differing viewpoints on controversial issues
- Provide a global perspective and promote diversity by including materials by authors and illustrators of all cultures
- Demonstrate physical format, appearance, and durability suitable to their intended use
- Balance cost with need

Top Five Recommended School Library Reviewing Sources:

- Association for Library Service to Children (ALSC) Notable Children's Books
- Booklist
- School Library Journal
- We Need Diverse Books website
- Young Adult Library Services Association (YALSA) Best Books for Young Adults

Jac-Cen-Del Elementary School Library Procedures for Handling Informal Complaints

Persons with a complaint about library print or other resources should begin the expression of concerns process by completing the Library Expression of Concern google form available on the Jac-Cen-Del Elementary website. Then, an additional meeting can be established for the patron to voice their concerns to the school media specialist or principal. The media specialist or principal will listen attentively to the concerns and attempt to resolve the issue informally. As part of the discussion, the school employee will explain the library's selection policy, selection criteria, diversity of the collection with resources from many points of view, and the selection process. Additionally, each parent/guardian has the right to determine the appropriateness of library resources for their children and should accord the same right to other families.

If the complaint is not resolved informally, the media specialist or principal will explain the formal reconsideration process and provide the individual with a copy of the school district's library selection policy with reconsideration procedures and a request for reconsideration of library resources form. If there is concern about multiple items, a separate form must be completed for each item. All complaints to staff members will be reported to the building principal and media specialist. While items are under reconsideration, access to the said item will be limited with access only after parent permission, until item is resolved by reconsideration committee.

Reconsideration Committee

The reconsideration committee is made up of the building principal, media specialist, teachers who can then make recommendations to the school board. However, the final decision about items in question will remain with the school board. Any decision made by the school board is finalized.

INFORMAL COMPLAINTS AND EXPRESSIONS OF CONCERN

Informal complaints can occur at any time, and every library should have a process for handling verbal concerns. Library workers and educators who receive expressions of concern should courteously refer them to the person responsible for responding to concerns, who should take the following steps:

1. Acknowledge that every person has the right to question library resources. A library user with a complaint should feel confident that their concerns will be taken seriously. Listen thoughtfully and respectfully. Try to elicit the specific reason for their concern, whether they have read the entire work or only parts, and the specific action they would like the library to take.
2. Do not promise to act or appear to agree with the individual. Instead, offer assistance in finding something else that would better meet the person's needs.
3. If the person requests the item be removed from the library's collection, explain that although the individual may be offended by the library resource, others may not have the same perspective. Describe how library materials are selected. Libraries have diverse collections with resources from many points of view, and a library's mission is to provide access to information for all users. All library users have the First Amendment right to borrow, read, view, and listen to library resources.
4. If the individual is concerned about a children's or young adult resource, explain that parents and guardians play a major role in guiding their child's reading and library use. Often a person's concern about a children's or young adult book involves a desire to "protect all children" by removing that item from the collection or restricting access to it. Explain that each family has the right to determine which library resources are acceptable for its children and must accord the same right to other parents.
5. Many expressions of concern end after the individual has had an opportunity to express personal feelings about a library resource. The person only wanted to be heard and have his opinions acknowledged. No further action is needed. If this is the case, thank the person for their interest, make notes about the conversation, and file them for future reference. Additionally, report the conversation to the library director or principal.

6. If the concerned individual is not satisfied during the discussion and wants the item removed, explain the formal reconsideration process and its timeline. Often people who have a concern would like immediate action and are not aware of the length of time this procedure takes. State what your policy says about the availability of the material during the reconsideration process. Best practice is that the resource under reconsideration will not be removed from use or have access restricted pending completion of the process.
7. Provide a copy of the library's collection development policy and resource reconsideration form. Stress that no action is taken unless the form is fully completed by the concerned individual. Explain that the submission of a completed form will trigger the formal reconsideration process, and that the document will become part of the public record.
8. After the conversation, make notes, date them, and retain the information to provide background in the event that a request for formal reconsideration form is filed. Remember that all such notes become part of the record of the reconsideration process and may become public records.
9. Keep your director or principal informed of any concerns expressed, whether you feel they have been successfully resolved or not. Knowing that a concern was expressed helps that individual respond knowledgeably if the concerned person contacts them.