

## **Central Catholic High School Media Selection Policy**

### **I. Statement of Policy**

It is the policy of Central Catholic High School to select materials that support the educational goals and objectives of the Catholic Church. These materials are provided in order to implement, enrich, and support the education program for students and in accordance with the following principles:

- Instructional materials are chosen because they are of interest and have learning value for the students in the school community.
- Materials are not excluded because of race, nationality, religion or political views of the writer.
- Materials of interest to students are provided which will promote their emotional, cultural, spiritual, and intellectual development.
- Insofar as it is practical, materials are provided which present all points of view concerning the problems and issues of our times—international, national and local.
- Materials in all forms are made available to attract students to experience successes in learning and encourage development of learning habits for a lifetime of continuous self-improvement.
- Selections are made for and in accordance with the different maturity levels of the students.
- Materials are selected which fill a need to the curriculum and/or contribute to the development and enrichment of the student.
- In selecting materials, reviewing tools such as standard catalogs are used. When possible, materials are previewed before purchase.
- Selection is an ongoing process which should include the removal of materials no longer useful or appropriate and the replacement of lost or worn materials still of educational value.

### **II. Selection Objectives**

The selection of books and other media is made in accordance with the following objectives.

- To attain the established educational goals
- To enrich the curriculum
- To further the intellectual, emotional, cultural, and spiritual development of youth
- To promote mature and responsible behavior
- To help students gain an understanding of our pluralistic society
- To encourage the development of reflective thinking
- To promote lifetime reading habits

- To appeal to the interests of the students
- To encourage educational excellence

**III.** Central Catholic High School believes that ultimately education is charged with developing free and reasoning human beings. Therefore, recognizing this responsibility, Central Catholic High School subscribes, in principle, to the nationally adopted statements of philosophy as expressed in the American Library Association's Library Bill of Rights, and American Association of School Librarians' statement on Access to Resources and Service in the School Library Media Program, and Interpretation of the Library Bill of Rights, and the Association of Educational Communications and Technology Statement on Intellectual Freedom.

**IV.** Responsibility for the purchase of library and instructional materials is vested legally in the Central Catholic High School Advisory Board. The actual selection of library materials is the responsibility of the professional trained library media specialist who is familiar with curriculum, the methods of teaching, and the individual needs of students within the school. The library media specialist, aided by suggestions from school administrators, faculty, students, and parents, makes the final decision.

**V. Selection Criteria**

A. The following criteria are considered in the selection of both print and non-print resources:

- Philosophy and goals of the school: Is the material sensitive to the beliefs of the Catholic Church? Is it consistent with the stated educational goals and beliefs? Does it support them?
- Overall educational significance or purpose of the material and how well it is accomplished
- Reputation and significance of the author, producer, and/or publisher
- Validity, timeliness, or permanence of the material
- Importance of the subject matter in contributing to the library media collection and to the interests of students and/or broadening representative viewpoints on controversial issues
- Accuracy, quality, and variety of format
- Readability and reader appeal
- Suitability of physical format and appearance for intended users
- Artistic quality and/or literary style
- Favorable reviews in standard selection sources
- Value commensurate with cost and/or need
- Frequency of request for this or similar materials

All forms of print, non-print, and electronic media should be considered for use in the school.

- B. In selecting materials, the responsible person should evaluate the existing collection and should consult reputable, unbiased, professionally prepared selection aids. The following recommended sources, as well as other professionally developed lists, will be consulted in the selection of materials but selection is not limited to their listings.
  - 1. Standard bibliographies
    - Children's Catalog
    - Junior High School Catalog
    - Senior High School Catalog
    - Fiction Catalog
  - 2. Current Reviewing Media
    - America
    - The Bible Today
    - Booklist
    - Library Media Connections
    - School Library Journal
    - US Catholic
    - Today's Catholic Teacher
    - Catholic Digest
    - Curriculum Connections
    - Other current standard reviewing periodicals

#### **VI. Gift Books and Materials**

- Gift books, materials and equipment are accepted with the understanding that they must meet the same selection criteria as materials purchased with school funds.
- Donated items, once accepted, become property of Central Catholic High School.

#### **VII. Procedures for dealing with Questioned Materials**

No duly selected materials whose appropriateness is challenged shall be removed from the school until written notification by the principal.

Procedures to be observed:

- All complaints shall be directed initially to the principal
- The principal or a designated representative will contact the complainant to discuss the complaint and attempt to resolve it informally by explaining the philosophy and goals of the school.
- If the complaint is not solved informally, the complainant will be supplied a written copy of the school's goals and objectives, the materials selection policy statement, and the procedures for handling objections. This packet will also contain a standard form, which shall be completed and returned to the principal before consideration will be given.

- If the principal has not received the formal request for reconsideration in two weeks, the issue is considered closed.
- Upon receipt of a completed form, the principal will forward the form along with the questioned materials to the review committee composed of the Principal's Administrative Team, the school's library media specialist, and an appropriate content-area teacher.
- Pending the outcome of the request for reconsideration, if the complainant is a parent, access to the questioned material may be abridged for that parent's child(ren) only.
- The committee will meet to discuss the material, according to the guidelines set forth by the school, and will prepare a report containing its recommendation. The principal will notify the complainant of the review committee's recommendation. If the complainant does not concur, he/she may present an appeal to the Superintendent of Catholic Schools of the Diocese of Houma-Thibodeaux.