

**Benjamin Franklin Classical Charter Public School  
Policies and Procedures**

No. **0008**

Title: **Library Materials**

Effective Date: November 9, 2017

Submitted By: Governance Committee

Supersedes Date: March 8, 2012

Approved By: Board of Trustees

Rev: 3

### **1. Purpose**

**1.1.** The intent of this document is to outline the policies and procedures to govern the selection, management and deselection of library materials.

### **2. Scope**

**2.1.** This policy applies to the materials in the BFCCPS Library.

### **3. Definitions**

**3.1.** BFCCPS: Benjamin Franklin Classical Charter Public School

**3.2.** Library teacher: Professional assigned to manage the library/media room and deliver the library/technology curriculum to BFCCPS students

**3.3.** Library materials: books, magazines, reference materials, DVDs, software and web-based applications that are available centrally for use and/or borrowing

**3.4.** HOS: Head of School

**3.5.** Four pillars: the core components of the school's mission – parents as primary educator, classical education, character education and community service.

### **4. Selection Policy**

#### **4.1. Responsibility for Selection**

**4.1.1.** The selection of library materials is the responsibility of the library teacher, as are the duties of evaluation and deselection. Materials are selected to meet the professional, personal, and curricular needs of the staff and students. The library teacher will apply the criteria for selection and will use standard and specific selection tools in order to guide him or her. School staff and parents are welcome to submit requests for library materials as well.

#### **4.2. Criteria for Selection**

**4.2.1.** Material supports the four pillars of the BFCCPS mission and/or supports the current Massachusetts curriculum frameworks.

**4.2.2.** Material will be of an appropriate educational level and subject matter. The selected materials will also be suitable for the age level, ability level, emotional and social development of the intended audience.

#### **4.3. Procedure for Selection**

**4.3.1.** The library teacher should consult the following standard review sources to aid him/her in selecting library materials:

**4.3.1.1.** Current Massachusetts curriculum frameworks

**4.3.1.2.** Core Knowledge Foundation

**4.3.1.3.** The Ryan Center at the Boston University Center for the Advancement of Ethics and Character

#### **4.3.1.4. Library Journal**

#### **4.3.1.5. School Library Journal**

### **5. Donations**

**5.1.** Donated materials will be evaluated in accordance with the school's selection policies, with a strong preference for new materials. The library teacher will decide where and how to incorporate donated materials into the BFCCPS library.

### **6. Acquisitions procedures**

**6.1.** The library teacher makes recommendations regarding what materials are purchased or accepted as donations for the library. The library teacher must submit all acquisition recommendations to the HOS for approval.

### **7. Budget**

**7.1.** The BFCCPS library budget is determined through the school's annual budget process. The library teacher recommends a funding level to the HOS.

### **8. Deselection**

**8.1.** The Library's materials are subject to a periodic evaluation by the library teacher. Library materials may be removed if they meet any of the following criteria:

**8.1.1.** are in poor physical condition;

**8.1.2.** have not circulated in three years;

**8.1.3.** are outdated in content, use, or accuracy; copyright date will be considered, but the historical value or classic nature of the material will also be considered;

**8.1.4.** the quality of the contents is mediocre or poor;

**8.1.5.** duplicative materials that are not in heavy demand;

**8.1.6.** are superseded by new or revised information;

**8.1.7.** are outdated in format, design, graphics, or illustrations;

**8.1.8.** do not meet BFCCPS library selection standards.

### **9. Position on Intellectual Freedom**

**9.1.** BFCCPS subscribes in principle to the statements of policy on library philosophy as expressed in the American Library Association's Library Bill of Rights. A copy of this document is appended and made part of this policy.

### **10. Applicable Forms**

## **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 abridgment 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 or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948, by the ALA Council; amended February 2, 1961; amended June 28, 1967; amended January 23, 1980; inclusion of "age" reaffirmed January 24, 1996.