



# ADMINISTRATIVE PROCEDURE

## EVALUATION OF LIBRARY MEDIA MATERIAL

6180.2

Procedure No.

September 1, 1991

Date

- I. **PURPOSE:** To establish an evaluation, selection, and review process which provides that only those library media materials deemed appropriate by professional judgment be used in the schools and classrooms.
- II. **POLICY:** Library media materials will be provided for the use of students and will be evaluated and selected by the Office of Library and Media Services through procedures as stated below.
- III. **DEFINITIONS:** Library media materials shall include books, pamphlets, magazines, newspapers, graphic materials, films, filmstrips, microforms, video and audio tapes, transparencies, slides, records, study prints, multimedia kits, computer software, and other types of materials which are published and produced and which are housed in or used in school library media centers.
- IV. **PROCEDURES:** It is the intent of the Board of Education to provide the very best instructional and reference materials for use by students in library media centers.
  - A. The evaluation and selection process must insure the following:
    1. Materials are relevant to the curriculum.
    2. The range of new materials reflects, as far as possible, the multicultural composition of the county.
    3. Materials do not contain bias or stereotyping by race, gender, age, religion, ethnicity, socio-economic factors, or handicapping condition.
    4. The variety of material is sufficient to meet the needs and interests of all students and reflects the range of topics covered in the curriculum.
    5. A determined effort is made to provide materials that present all points of view concerning problems and issues of our times.
    6. Materials are chosen with consideration for the maturity level of students to be exposed to them as well as the general community standards concerning materials that may be considered immoral, obscene, or undesirable.

It is vital that the evaluation and selection process operate in an atmosphere of freedom and creativity with sound rationale for



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selection. No piece of material need be prescribed for use by all students, but a variety must be available to respond to individual needs and interests.

- B. To provide the best materials for students in school library media centers, library media specialists should, with the input of other school staff members, produce a comprehensive collection development plan. Such a plan should address the current holdings of the center, curricular topics and areas of student interest, and priorities for acquisitions.
- C. All library media material shall, prior to its purchase or use, be approved by one of the methods identified below.
1. Approval by the Material Evaluation Committee of one of the subject areas (as described in Administrative Procedure 6180.1)
  2. Approval by Library Media Review and Evaluation Committee as described below.
  3. Approval by a Review Committee established for a specific purpose identified by the Division of Instruction.
  4. A favorable review in a standard source that uses a group review procedure. (This method does not apply to videotapes, materials on health topics, or to Young Adult fiction.) These standard sources will be identified annually by the Office of Library and Media Services and may include annual lists from specific groups as well as periodicals.
  5. Professionals who find or hear of specific materials they think would be desirable for purchase for the school library media centers may submit a bibliographic citation to their school library media specialist or directly to the Review and Evaluation Section, Office of Library and Media Services, which will obtain a review copy and/or invite the professional to submit a review on the approved form.
- D. Library Review and Evaluation Committees shall operate under the following procedures:
1. All library media specialists shall serve on Library and Evaluation Committees, which will meet no fewer than four times during the school year. Committee members will be sent books to review



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- prior to the meeting. Schools which do not currently have a library media specialist will assign another professional from their building to serve on a Library Review and Evaluation Committee.
2. Students and lay citizens participate in the selection of materials as full voting members of Library Review and Evaluation Committees.
    - a. Three (3) students shall participate in secondary Review and Evaluation Committees – two middle schools and one high school. Nominations of the students shall be made by the Prince George's Regional Association of Student Governments and final selection shall be made by the Coordinating Supervisor of Media and Instructional Materials. The students chosen must reflect the diversity of the school system's population.
    - b. Lay citizen participation on each Library Review and Evaluation Committee is encouraged. Such citizens shall be residents of Prince George's County who are not members of the school system staff. Nominations of lay citizen participants shall be solicited from local schools and the County Council of PTAs. The Coordinating Supervisor of Media and Instructional Materials shall appoint citizens to review groups from the list of those recruited. Citizens chosen must reflect the diversity of the county's population.
  3. Materials once rejected by a Library Review and Evaluation Committee may be reexamined through the regular evaluation process.
  4. The Office of Health Education must evaluate all materials relating to drugs and to family life/sex education. See Administrative Procedure 6180.1.
  5. Materials may be donated to school library media centers. Regardless of the source, gift materials must meet the same selection criteria used in evaluating a newly produced or published item. Identification and disposition of gift material is at the discretion of the recipient. Schools may choose to identify gift material as such.
- E. If a parent or citizen questions the use of any item in the library media center, the following procedures will be followed:



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1. The parent or citizen will be given the form, Request for Reconsideration of Library Classroom Instructional Materials, by the school principal.
2. The completed form, signed by the principal, shall be forwarded immediately to the Coordinating Supervisor of Media and Instructional Materials, who shall, within ten (10) days of receipt, process the request as follows:
  - a. Notification of the Request for Reconsideration shall be given to the Associate Superintendent for Instruction.
  - b. A special Review and Evaluation Committee consisting of at least three library media specialists and, if deemed desirable, other professionals shall be convened by the Coordinating Supervisor of Media and Instructional Materials.
3. The special committee shall conduct an additional review within thirty (30) days of the filing of the request. The person requesting the reconsideration shall be invited to appear before the committee to elaborate on the request.
4. The special committee shall file a written report within ten (10) days of the meeting. The report shall include the committee's findings with its affirmation or repudiation of the written reasons why the material should be excluded and shall recommend continuation, modification, or discontinuation of use of the material.
5. Copies of the written report shall be sent to the person who requested the reconsideration and to the Associate Superintendent for Instruction. The person requesting the reconsideration shall be given ten (10) days from the receipt of the report to file an appeal with the Associate Superintendent.
6. Absent an appeal, the Associate Superintendent shall instruct the Coordinating Supervisor of Media and Instructional Material to take any action recommended by the special committee.
7. If the committee findings are appealed, the Associate Superintendent shall advise the Superintendent of Schools who shall conduct a hearing in accordance with his or her powers under the Public School Laws of Maryland. If no appeal from the Superintendent's decision is filed within thirty (30) days, The



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Superintendent shall notify the Coordinating Supervisor of Media and Instructional Materials to take the recommended action.

8. The person who requested the reconsideration shall have the right to appeal the Superintendent's decision to the Board of Education of Prince George's County in accordance with the Public School Laws of Maryland.

#### V. **RELATED STATE PUBLIC LAW, BY-LAW, RESOLUTIONS AND SCHOOL SYSTEM ADMINISTRATIVE PROCEDURES:**

- A. Evaluation and Selection of Appropriate Instructional Materials Concerning Black History: Educational Article Annotated Code of Maryland, Section 7-106, relating to Education – Libraries and Media Centers in Public Schools – Black History.
- B. Guidelines for the Evaluation and Selection of Instructional Materials Which Will Insure Proper Recognition of Ethnic and Cultural Minorities: State Board of Education By-law, Section 13A.04.05.01-03.
- C. Elimination of Sex Stereotyping in Textbooks and Other Instructional Materials: Maryland State Department of Education, resolution No. 1974-48.
- D. Building Library Media Collections – Policies and Procedures for Evaluation and Selection of Instructional Materials: Maryland State Board of Education, 1987.
- E. Administrative Procedure 6180.1 – Evaluation, Selection, and Review of Classroom Instructional Materials.
- F. Administrative Procedure 6180.3 – Challenge or Contest by Parents of the Appropriateness of Instructional Materials for an Individual Student.
- G. Library Media Program – Procedural Manual – Chapter III: Library Media Collection.

VI. **MAINTENANCE AND UPDATE OF THESE PROCEDURES:** This procedure will be regularly reviewed by the Coordinating Supervisor of Media and Instructional Materials and updated as required.

VII. **CANCELLATIONS AND SUPERSEDES:** This procedure specifically cancels and supersedes Administrative Procedure 6180.2 dated January 1, 1990.



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VIII. **EFFECTIVE DATE:** September 1, 1991.

Approved by:  
Edward M. Felegy  
Superintendent of Schools

Distribution: All Administrative Handbook Holders