



LIBRARY STANDARDS & POLICIES

Library Standards

A. A student should understand how information and resources are organized.

Students should:

- 1) recognize that libraries use classification systems to organize, store and provide access to information and resources;
- 2) understand how information in print, non-print, electronic and web-based formats are organized and accessed;
- 3) understand how library classification and subject heading systems work;
- 4) search for information and resources by author, title, subject or keyword, as appropriate; and
- 5) identify and use search strategies and terms that will produce appropriate results.

B. A student should understand and use the research processes necessary to locate, evaluate and communicate information and ideas.

Students should:

- 1) state a problem, question or information need;
- 2) consider the variety of available resources and determine the best ones to use;
- 3) access information;
- 4) evaluate the validity, relevancy, currency and accuracy of information;
- 5) organize and use information to create a product; and
- 6) evaluate the effectiveness of the product in conveying the intended message.

C. A student should recognize that being an independent reader, listener, and viewer of material in print, non-print, and electronic formats will contribute to personal enjoyment and lifelong learning.

Students should:

- 1) read for pleasure and information;
- 2) read, listen to, and view a wide variety of literature and other creative expressions; and
- 3) recognize and select materials appropriate to personal abilities and interests.

D. A student should be aware of the freedom to seek information and possess the confidence to pursue information needs beyond immediately available sources.

Students should:

- 1) know how to access information through local, national and international sources in printed and electronic formats;

- 2) recognize the importance of access to information and ideas in a democratic society;
- 3) access information on local, state, national and world cultures and issues; evaluate information representing diverse views in order to make informed decisions; and
- 4) 5) assimilate and understand how newly acquired information relates to oneself and others.

E. A student should understand ethical, legal and social behavior with respect to information resources.

Students should:

- 1) use library materials and information resources responsibly;
- 2) understand and respect for the principles of intellectual freedom;
- 3) understand and respect for intellectual property rights and copyright laws; and
- 4) develop and use citations and bibliographies.

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.

Policy on Banned and Challenged Books

The American Library Association promotes the freedom to choose or the freedom to express one's opinions even if that opinion might be considered unorthodox or unpopular, and stresses the importance of ensuring the availability of those viewpoints to all who wish to read them. The following is a list of frequently asked questions on banned and challenged books:

A challenge is an attempt to remove or restrict materials, based upon the objections of a person or group. A banning is the removal of those materials. Challenges do not simply involve a person expressing a point of

view; rather, they are an attempt to remove material from the curriculum or library, thereby restricting the access of others. As such, they are a threat to freedom of speech and choice.

The ALA [Office for Intellectual Freedom](#) (OIF) promotes awareness of challenges to library materials and celebrates freedom of speech during Banned Books Week. This event is observed during the last week of September of each year. The OIF compiles lists of challenged books as reported in the media and submitted to us by librarians and teachers across the country. For more about books challenged as well as information about classic novels that have been challenged and/or banned, please see [Frequently Challenged Books](#).

OIF also offers support for librarians facing challenges to materials in their library. The support librarians seek will not be disclosed to any outside parties and the challenge report OIF receives is kept confidential. Please see [Challenges to Library Materials](#) for resources and information to help you prepare for and respond to challenges.

Procedure:

1. Once a book is challenged, the Principal and Teacher will read the entire book.
2. We will then check with the ALA and/or NCTE to see if the book is facing challenges.
3. We will also check the status of the book, for example:
 - Is the book on any Best Book lists? (Check the [Cooperative Children's Book Center](#) which has links to Best Book lists sites.)
 - Did the book receive any awards?
 - Is the book on any standard bibliography list?
 - Is it part of a program such as Accelerated Reader?
 - Collect reviews from... Respected Review Journals (some will send their review for the challenged book for free if contacted) Follett's Titlewave B & T's Title Source II Amazon.com

Consider the situation:

- Did the student choose to read this book, or was it required?
- Did the student read the entire book?
- Did the parent/guardian who is challenging the book read the entire book?
- Is the parent/guardian bringing attention to the situation by the media, does the parent have a large number of supporters, or is the situation staying between the library and the parent/guardian?
- Review the complaint.

If the book is indeed considered to be a challenged or banned book, the situation will be reported to ALA and/or NCTE:

- [Report a book challenge to ALA](#)
- [Report a book challenge to NCTE](#)