

LIBRARY MATERIALS SELECTION

The School Board encourages teachers to discuss their instructional supply needs with their principal. The principal and teachers will determine an appropriate list of supplemental material based on quality, reputation and significance of author, readability and appeal, format and price.

The selection of library materials shall be in accordance with the following:

1. Library media shall be selected for values of interest and enrichment of all the school community. Library media shall not be excluded because of the race, nationality or the social, political or religious views of the authors.
2. Library media centers shall make available the fullest practical selection of media which presents all points of view concerning problems and issues of the times.
3. The selection of materials shall provide support for the curriculum, taking into consideration the individual's needs and the varied interests, abilities, socio-economic backgrounds and maturity levels of the students served.
4. Acquisition of materials shall be guided by the reading, examination, and checking of standard evaluation aids such as standard catalogs and media review digests. Recommendations from librarians, teachers, principals, students, and other members of the school community shall be given full consideration.
5. Any censorship of media shall be challenged in order to maintain the school's responsibility to provide information and enrichment. The School Board is legally responsible for all matters relating to the operation of the library media centers. It is therefore advisable that each board adopt a written statement of procedures for meeting the challenge of censorship.

SELECTION AND USE OF AUDIO/VISUAL MATERIALS

The primary objective in using audio/visual materials is to implement, enrich, and support the instructional program of the school. All such material should be shown with a purpose and relate specifically to stated goals and objectives of a given lesson.

The Board recognizes that the teachers have the primary responsibility for the selection and use of audio/visual materials in the classroom by exercising responsible judgment and selecting appropriate materials for use from among the array of such materials available. Usage of audio-visual materials shall be in accordance with the following:

1. All AV material shall be previewed by the teacher before use with students. This includes any AV material brought in from outside sources (or presenters) for presentation to students.
2. Use of any AV materials shall be documented in lesson plans, including title and type of AV, and must directly relate to objectives of the lesson.
3. Movies shall be for instructional purposes only and directly related to instructional objectives as stated in lesson plans.
4. Use of any movie shall be documented in lesson plans including title of movie and appropriate introductory and follow-up activities.
5. Prior approval of the showing of any movie must be obtained from the school principal who shall be responsible for approving the appropriate introductory and follow-up activities.
6. Only G-rated and PG-rated movies shall be shown (PG-13 rated movies shall not be allowed).
7. Schools shall notify parents in writing of any PG-rated movie that will be shown to students and obtain written permission from the parent. The notification shall include the title of the movie, the rating, the purpose of showing the movie, and the date the movie will be shown.
8. Documentaries and instructional videos that are not rated shall have prior written approval from the principal or his/her designee before being shown.

No member of any school staff shall use electronic devices for his/her own recreation during the school day. Use of electronic devices shall be limited to appropriate instructional and/or administrative locations.

The implementation of this policy shall be monitored by the building principal. Violation of this policy may result in a disciplinary hearing including the employee and principal and/or Superintendent.

GRIEVANCE PROCEDURE RELATIVE TO LIBRARY MEDIA

Citizens shall have the right to question media materials used in the Terrebonne Parish Public School System. If a citizen has a complaint he/she must report it to the principal of the school where the material is in question. The principal shall give the citizen a copy of "Guidelines for the Selection of Library Media." If, after reading the state's guidelines, the citizen wishes to pursue his/her complaint, he/she shall be given a form to register his/her complaint and present it to the principal for consideration.

New policy: May 1999
Revised: December 2000
Revised: July 2016

Ref: *Standards and Guidelines for Library Media Programs in Louisiana Schools*,
Bulletin 1134, State Board of Elementary and Secondary Education; Board
minutes, 5-18-99, 11-14-00, 12-19-00, 8-2-16.