



**Policy Number:** 3210

**Dated:** 02/07/2008

## **Media Center Policy**

### **PURPOSE**

The mission of American Leadership Academy is to provide a variety of informational, educational, and recreational resources to the school community of American Leadership Academy in an atmosphere that encourages individual usage and inspires personal and community enlightenment and to develop life-long learners who are effective users of ideas and information.

### **POLICY PROCEDURES**

#### **THE LIBRARY BOARD**

The Library Board exists to promote library media programs, uphold and approve policies, and assist in collection development. The ALA director, librarian, a board member, six parents, and two teachers, are asked to serve on this board. The library media specialist serves as co/chair of the committee along with a board member. If needed, one or more student representatives will be asked to serve on this committee.

#### **LEGAL RESPONSIBILITY**

As the governing body, the ALA Board of Trustees shall be legally responsible for the selection and approval of all printed and published materials used in the school. As the policy-making body, the Board of Trustees delegates authority to the ALA Library Board for the selection of textbooks, library resources, and other instructional materials. The ALA Library board is, therefore, responsible for the selection and acquisition of all materials for the library media center, and the ALA Board may review proposed purchases if desired.

#### **SELECTION PROCESS**

The following guidelines will be used to select or weed books. No books will be allowed in the library which have excessive swearing, explicit sexuality, excessive violence, grotesque materials or "How to Books" including sexuality or destruction/terrorism.

#### **RECONSIDERATION OF MATERIALS**

All complaints about collection holdings must be submitted in writing on forms available from the library media specialist (See appendix for forms). If the patron or citizen refuses to complete the form and return it to the library media specialist, then the concern will not be brought to the attention of the Library Board and the matter will be dropped.

When a formal complaint is received, it will be reviewed by the ALA Library Board and as soon as possible a decision made. The decision will be formally written and signed by the members of the board. The patron will then have the option of either meeting with the committee to discuss the decision or of receiving notification of the

board's decision by letter. The patron or citizen may appeal the decision to the ALA Board of Trustee's, which will handle the request at that level.

For additional information regarding policies and book complaints please see procedure forms.