



# ADMINISTRATIVE PROCEDURE

## EVALUATION OF LIBRARY MEDIA MATERIAL

6180.2  
Procedure No.

July 1, 2019  
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.
- II. **DEFINITIONS:** “Library media materials” shall include print and/or digital formats of the following: books, pamphlets, magazines, newspapers, graphic materials, films, videos, movies, slides, recordings, pictures, study prints, multimedia kits, electronic resources such as software, online reference services, and other types of materials which are published and produced.

These materials are housed in, circulated through the online catalog, or used in school library media centers.

- III. **PROCEDURES:** It is the intent of PGCPS to provide the very best instructional and reference materials for use by students in library media centers.

- A. The evaluation and selection process must ensure the following:
  1. Materials are relevant to the curriculum and content standards.
  2. The range of new materials reflects the multicultural composition of the county.
  3. Materials do not contain bias or stereotyping by race, gender, age, religion, ethnicity, socio-economic factors, or disability.
  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 current problems and issues.
  6. Materials are chosen with consideration for the developmental 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 selection. No piece of material needs to be prescribed for use by all students, but a variety must be available to respond to individual needs and interests.



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- 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 and staff interests, and priorities for acquisitions.

To maintain relevant collections in all school libraries, media specialists have collection development and maintenance built into their schedule to purchase new library materials, conduct an annual inventory, review materials housed in the school libraries, and complete the annual state assessment.

- C. All library media material shall, prior to its purchase or use, be approved by one of the methods identified below:
1. Approval of Textbooks, Supplemental and Extended Learning Materials and Services of one of the subject areas (as described in Administrative Procedure 6161, Textbooks).
  2. Approval by a Library Review and Evaluation Committee established for a specific purpose (for example, review of a trade book to support a core content area) identified by the Division of Academics.
  3. A favorable review in a standard source that uses a group review procedure. (This method does not apply to materials in video format, materials on health topics, or family life and human development, online resources, or to young adult fiction.) These standard sources are updated annually by the Office of Library Media Services and may include annual lists from specific groups as well as periodicals.
  4. 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. The library media specialist will receive these submissions and forward them to the Office of Library Media Services Review & Evaluation Coordinator. The Coordinator will invite the professional to submit a review on the approved form.



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5. Approval by the MDK12 Digital Library Consortium as per the PGCPS annual commitment to their Memorandum of Understanding.
- 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 choose from books housed at the Bonnie F. Johns Educational Media Center to review prior to the meeting. Schools without a current-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. Student participation in the review process is encouraged at all grade levels and particularly at the middle and high school level. Student input is site-based and coordinated by certified library staff. Results are recorded on the Library Media Review Forms (Attachment 1) and shared with the Office of Library Media Services Review & Evaluation Coordinator. The students chosen to participate must reflect the diversity of the school system's population.
    - b. Lay citizen participation in the review process is encouraged. Such citizens shall be residents of Prince George's County who are not staff members of the school system. Lay citizen input is site-based and coordinated by certified library staff. Lay citizen contact information is shared with the Office of Library Media Services Review and Evaluation Coordinator. 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. See Section C.
  4. The Supervisor for Health Education will participate in the evaluation of all materials relating to family life/sex education curriculum. The evaluation of all software and technology



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resources used in Library Media centers will follow appropriate current guidelines and procedures.

5. Instructional library software, online resource, or other related materials will successfully operate on a standard electronic device. An implementation plan is developed in cooperation with Information Technology (IT) so the application is available to the students in a timely fashion. All software must be evaluated by the IT Department prior to evaluation by other instructional evaluation committees.
  6. 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 staff member, parent or citizen questions the use of any item in the library media center, the following procedures will be followed:
1. The staff member, parent or citizen will be given the form, Request for Reconsideration of Library or Classroom Instructional Materials (Attachment 2), by the school principal.
  2. The completed form, signed by the principal and the concerned parent or citizen, shall be forwarded immediately to the Supervisor of Library Media Services, who shall, within ten (10) days of receipt, process the request as follows:
    - a. Notification of the Request for Reconsideration shall be forwarded to the Director of Curriculum and Instruction.
    - b. A special Review and Evaluation Committee (“REC”) consisting of at least three (3) library media specialists and, if deemed necessary and depending on the topic, supervisors or content area specialists, shall be convened by the Supervisor of Library Media Services to review the materials.
  3. The REC shall conduct an additional review within thirty (30) days of the filing of the request. The person requesting the



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reconsideration shall be invited to appear before the REC to elaborate on the request.

4. The REC 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 Director of Curriculum and Instruction who will review the REC's work and make a recommendation to the Supervisor of Library Media, based upon the committee's report.
6. The Library Media Supervisor will forward the recommendation to the person requesting the reconsideration. The person requesting the reconsideration shall be given ten (10) days from the receipt of the report to accept the decision or to file an appeal with the Chief Academic Officer.
7. If the Committee's findings are appealed, the Chief Academic Officer shall review and make a decision based on information provided. The Chief will send his/her findings back to the Committee within one week. The Committee will send their findings to the person within 24 hours of receipt from the Chief's review and decision.
8. If the person who requested is not in agreement with the decision of the Chief Academic Officer, the requester shall have the right to appeal the decision to the Office of Appeals, which serves as the Chief Executive Officer's designee. The appeal must be submitted in writing within 14 days of the Chief Academic Officer's decision.
9. If no appeal from the Chief of Academic Officer's decision is filed, the decision resulting from the recommendation at the REC hearing stands.

- IV. **MONITORING AND COMPLIANCE:** The Library/Media Services Office will review final decisions by the Review and Evaluation Committee. The Library/Media Supervisor or Specialist will maintain all documents of appeals filed in accordance with this procedure for each school year. Records must be maintained for a minimum of 5 years.



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- V. **LEGAL AUTHORITY:** Code of Maryland Regulations (COMAR) 13A.05.04 *et seq.* - Programs for Library Media Services.
- VI. **RELATED PROCEDURES:**
- Administrative Procedure 0700-Information Technology Services Acceptable Usage Guidelines;  
Administrative Procedure 0707- Procurement Installation, Use, and Development of Software;  
Administrative Procedure 6161 – Textbooks; and  
Administrative Procedure 6180.3 – Challenge or Contest by Parents of the Appropriateness of Instructional Materials for an Individual Student.
- VII. **MAINTENANCE AND UPDATE OF THESE PROCEDURES:** This procedure originates with the Division of Academics, Office of Library Media Services and will be updated as required.
- VIII. **CANCELLATIONS AND SUPERSEDURES:** This Administrative Procedure cancels and supersedes Administrative Procedure 6180.2 dated July 1, 2009.
- IX. **EFFECTIVE DATE:** July 1, 2019.

Attachments:

- 1 – Library Media Review Form
- 2 – Request for Reconsideration of Library or Classroom Instructional Materials