

ST. JOSEPH'S INDIAN SCHOOL LIBRARY COLLECTION POLICY

July 30, 2024

MISSION

St. Joseph's Indian School

St. Joseph's Indian School, an apostolate of the Congregation of the Priests of the Sacred Heart, partners with Native American children and families to educate for life - mind, body, heart and spirit.

St. Joseph's Indian School Library

The mission of St. Joseph's Indian school library is to encourage a love of reading, and lifelong learning. The library fosters the Lakota Circle of Courage values of Mastery, Independence, Belonging and Generosity.

St. Joseph's Indian School Library Objectives:

Mastery—Students will build reading proficiency through multi-modal resources, such as print books, magazines, and on-line resources. They will learn about and develop an affinity for different genres, authors, formats and series.

Independence—Students will choose their own books and materials, with guidance as needed. They will have opportunities to pursue interests, both through books and other hands-on resources. They will build skills at asking questions, researching answers, and evaluating information.

Belonging—Students will build a sense of belonging in a complex, multicultural and diverse world. Resources in the library will reflect diverse viewpoints and voices. Students will build citizenship skills, both in person and online, as they prepare to be part of an interconnected world.

Generosity—Students will take care of shared resources and so that others may also use them.

RESOURCE SELECTION

Responsibility for Selection

The administration of the school delegates the responsibility for selection of resources for the library to the professional library personnel. Purchases and expenditures will be approved by the Student Services Supervisor and or the School Principal.

Selection Criteria:

The librarian will select resources for the library, utilizing but not limited to, the following criteria:

- support the instructional goals, curricular, extra-curricular programs of the school
- appropriate for the reading level, understanding, and access abilities of students in the school
- reflect the creative interests and relevant needs of the students and faculty.
- present information with the greatest degree of currency, accuracy, and clarity possible
- reflect a variety of cultural backgrounds

Resources may include books, fiction and non-fiction materials, age-appropriate periodical, print and online reference materials, STEM tools, art supplies and educational games, and reading enhancement items (e.g. stuffed animals, blankets).

Selection Process

Selection of resources is accomplished by, but not limited to:

- instructional and program needs assessment
- examination of resources and trial access
- recommendations from students, staff
- state, national, community and professional association awards and bibliographies

The St. Joseph Indian School Library does not purchase or provide materials that are deemed obscene per HB1197.

Gifts/Donated Resources

St. Joseph's Indian School library determines the appropriate disposition of gifts. Donated resources may be added to the collection if they meet the same criteria as resources selected for purchase. Donations will also be evaluated and disposed of according to the criteria in this policy. Donations that cannot be used in the library due to content, age, condition, or space constraints may be given out as part of the library incentive program, or on the SJIS Bookmobile.

RESOURCE MAINTENANCE

Maintenance and Removal

The school librarian is responsible for cataloging and processing new materials through Follett Destiny, and reviewing materials for condition and relevance. Materials that are outdated, irrelevant or superseded will be replaced as needed. Books that are no longer circulating but are still in good condition will be given to the Bookmobile.

Damaged books will be repaired or replaced, as needed. Books that are beyond repair will be disposed of.

Reconsideration Policy

Every effort is made to maintain a diverse, vibrant collection. Sometimes that will mean the inclusion of materials that some people may find offensive or objectionable. If a student, parent, or SJIS staff member who has direct contact with students has a concern about a book that is in the library, they may take their concern to the school librarian. The procedure for reconsideration is as follows:

1. Submission of formal complaint to librarian (Appendix A)
2. Reconsideration committee will be formed. A date will be set, providing time for the committee to review the item under consideration. (Appendix B) Committee members, as well as complainants, are required to read the item in its entirety.
3. The committee will vote on removal or retention of the item in question and report the majority ruling to the principal. The principal will present the ruling to the board. The complainant will be mailed a copy of the ruling.
4. Items chosen for removal will be removed immediately unless the decision is reversed in appeal.
5. Appeals must be made to the principal.

Intellectual Freedom

St. Joseph's Indian School supports intellectual freedom and subscribes in principle to the statements of policy as expressed in the American Library Association's Library Bill of Rights, a copy of which is found in Appendix C and made a part of this policy.

Confidentiality of Records

St. Joseph's Indian School Library adheres to all district policies and procedures as covered in the Family Educational Rights & Privacy Act (FERPA): studentprivacy.ed.gov

**Appendix A St. Joseph Indian School Library Policy
REQUEST FOR RECONSIDERATION OF A RESOURCE**

Request initiated by:

Address:

Phone:

Do you represent... Yourself Student(name) Other (name)

Did you read/view/listen to the entire resource?

If no, which parts did you read/view/listen to?

To what in the resource do you object?List specific pages, sections, etc.

What do you believe is the theme or purpose of this resource?

What do you feel might be the result of a student using this resource?

In your opinion, is there any value in this resource?

For what age group would you recommend this resource?

Which resource would you recommend as a substitute?

Signature: _____ Date: _____

Appendix B St. Joseph's Indian School Library Policy
Checklist for School Media Committee's Reconsideration of a Resource
NON-FICTION

Date:

Title of challenged material:

Author of challenged material:

Purpose

What is the overall purpose of the material?

Y / N Is this purpose accomplished?

Authenticity

Y / N Is the author competent and qualified in the field?

Y / N Is the material up-to-date?

Y / N Are information sources well documented?

Appropriateness

Y / N Does the material support the educational goals and objectives of the curriculum?

Y / N Is it appropriate for the level of instruction intended?

Y / N Are the illustrations appropriate to subject and grade levels?

Content

Y / N Is the content of this material well presented by providing adequate scope, range, depth and continuity?

Y / N Does the material present information that is not otherwise available?

Y / N Does the material give a new dimension or direction to its subject?

Reviews

Source of review

_ Favorably reviewed? Unfavorably reviewed?

Y / N Does this title appear in one or more reputable selection aids? If yes, list titles of the selection aids.

Additional Comments:

Appendix B St. Joseph's Indian School Library Policy

Checklist for School Library Committee's Reconsideration of a Resource

FICTION AND OTHER LITERARY FORMS

Date

Title of challenged material:

Author of challenged material:

Purpose

Y / N What is the purpose, theme or message of the material?

Y / N Is the material appropriate for: (Check any that apply) Grades K-3 4-6 7-8 9-12

Y / N Will reading/viewing/listening to this material result in a more compassionate understanding of humans?

Y / N Does the material offer an opportunity to better understand and appreciate the aspirations, achievements and problems of human beings?

Y / N Are any questionable elements of the material an integral part of a worthwhile theme or message?

Content

Y / N If about modern times, does the material give a realistic picture of life as it is now? Y / N Does the material avoid an oversimplified view of life, one that leaves the reader with the general feeling that life is sweet and rosy or ugly and meaningless?

Y / N When factual information is part of the material, is it presented accurately?

Y / N Are concepts presented appropriate to the ability and maturity of the potential reader?

Y / N Do characters speak in language true to the period and/or section of the country in which they live?

Y / N Is there preoccupation with sex, violence, cruelty, brutality and aberrant behavior that would make the material inappropriate for the specified age group?

Y / N If there is use of offensive language, is it appropriate to the purpose of the text for the specified age group?

Y / N Is the material free from derogatory names and epithets that would offend minority groups? Take the setting and time period of story into account.

Y / N Is the material well written or produced?

Y / N Does the story give a broader understanding of human behavior without stressing differences of class, race, color, sex, education, religion or philosophy in an adverse way?

Y / N Does the material make a significant contribution to the history of literature or ideas?

Y / N Are the illustrations appropriate and in good taste?

Y/N Are the illustrations realistic in relation to the story?

Reviews

Source of review

Favorably reviewed Unfavorably reviewed

Y / N Does this title appear in one or more reputable selection aids? If yes, list titles of the selection aids.

Additional Comments:

Appendix C St. Joseph's Indian School Library Policy 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 in 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.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.