

The mission of the CAC Libraries is to work with students, faculty, and staff to develop critical thinking, information literate consumers and creators of information, and to develop a culture of literacy among all stakeholders in the greater school community. To this end we will provide information literacy skills instruction along with a collection of materials to implement, enrich, and support the curriculum of Cairo American College and to meet the individual educational, emotional, and recreational needs of the entire CAC community.

CAC Library Guidelines - As is reflected in our mission, the guiding principles of this library are to strive to eliminate obstacles to access rather than enforce restrictions on it, to be inclusive in our practices rather than exclusive, and generally allow a sense of mutual respect among staff and patrons to inform our interpretations of policy. Patrons who act in good faith by caring for materials and using them properly and by treating the library staff, patrons, and facilities with respect will be afforded every opportunity to do so. (We like to say that our policies are written in sand rather than etched in stone, i.e., the library staff will defer to our guiding principals over rigorous policy enforcement when possible and prudent.)

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I. Behavior Policy

A. Patrons who act in good faith by caring for materials and using them properly and by treating the library staff, patrons, and facilities with respect will be afforded every opportunity to do so. That having been said the following rules and consequences have been established to uphold expected standards of behavior in the library:

B. Rules

1. No food or drink in the library, with the exception of sealable containers of water.
2. Respect the rights of other patrons and library staff to a library environment that is conducive to reading and studying by not being disruptive – in voice or action, e.g., maintain a low to moderate volume, no running or physical play.
3. Clean up after yourself. Please leave your area in as good or better condition as it was when you arrived. (Books removed from shelves may be placed on a nearby trolley rather than being replaced on a shelf.)

C. Consequences

1. The first violation results in the student receiving a warning. A record of the incident will be entered in the Notes section of the patron's library record; e.g., "2 Dec 2012 – Behavior Incident #1 - No food or drink in library; warning and explanation of consequences of further incidents – BC"
2. A second violation results in the student being asked to leave the library for the period, break, etc. A record of the incident will be entered in the Notes section of the patron's library record; e.g., "2 Jan 2011 – Behavior Incident #2 – Disruptive behavior – BC"
3. A third violation results in a parent phone call explaining the violation and previous history, and informing the parent that the next behavior incident will result in the consequence of a two-week suspension of library access and privileges. A record of the violation, the parent phone call, and detention will be entered in the student account Notes section of the patron's library record. At this point, the divisional office is also notified of the incident and the parent contact.
4. A fourth violation results in a parent phone call explaining the violation and previous history, and informing the parent of the consequence of a two-week suspension of library access and privileges. A record of the

violation, the parent phone call, and detention will be entered in the student account Notes section of the patron's library record. At this point, the divisional office is also notified of the incident and the parent contact and all further incidents will be directed to the divisional office.

II. Circulation Policy

Purpose – Loan Periods – Overdue Materials – Lost and Damaged Materials – Restriction of Privileges – Confidentiality

A. Purpose

The CAC Libraries have developed the following guidelines and procedures to ensure open and equitable access to all patrons.

B. Loan periods, renewals, and guidelines

1. The CAC Libraries have established the following loan limits and periods for materials:

Books for Elementary students	10 items, 2 weeks, 2 renewals
Books for MS/HS students	25 items, 2 weeks, 2 renewals
Book for other patrons	10 items, 2 weeks, 2 renewals
Videos and DVD's	1 item, 1 week
Audio Books	1 items, 2 weeks, 1 renewal
Reference Material	Overnight or weekend, w/ permission
Magazines, current issue	Not circulated
Magazines, back issues	Number limits as books, but no renewal
Reserve Items	As requested by CAC staff
Laptop computers and course texts	Limited to use within the library
Equipment (EQU)	Faculty only, limit and period varies.
Audio books may be renewed once and traditional books may be renewed two times before patrons will be asked to return them. Exceptions will be made if the patron will verify that significant progress is being made in the reading.	

2. Students and staff from any school division may check out items from the either CAC Library. The collection may be reviewed via the Internet and requests may be emailed to the library staff. Deliveries between libraries can be arranged via messenger and can often be delivered within one working day.

3. In an effort to promote a culture of literacy among all school stakeholders, parents, as well as support staff, maintenance and security workers are permitted and encouraged to take advantage of library services.

C. Overdue Materials

Please return materials promptly, as this will ensure that others will have access to them.

The due dates of books can be viewed by patrons online, and the library patron is responsible for knowing the return date for all items checked out. Overdue notices will be sent electronically to the student and to students' homeroom (for HS students) or advisory classes (for MS students). In addition, information regarding current checkouts or overdue items will be available in the patrons' accounts.

CAC libraries do not charge overdue fines; however, patrons with an overdue item on their patron record are prohibited from checking out further items until their records are cleared of overdue items.

E. Lost and Damaged Materials

1. Lost items: items that are more than 30 days overdue will be considered lost and borrowers will be charged for their replacement plus applicable processing fees. The patron, and his/her parent if applicable, will be notified of the replacement cost of the item, and the balance will remain on the student's account until the item is paid for. An alert note on the patron's record will alert library staff members of the patron's suspended check out privileges.

Paying for lost items – Patrons must fill out a “**CAC Library Receipt of Lost Items**” form (see appendix). A library staff member will provide the information for the replacement cost of the item, plus processing fee if applicable. The form is to be taken to the cashier's office, where the cashier will collect the money for the book. The patron will then return to the library with a receipt showing that payment has been made, and at that time the item will be removed from the patron record. If the book should be found and returned within the next 8 weeks, the patron can receive a full refund if the receipt is presented along with the book.

2. Damaged Materials: The patron will be billed for the cost of replacement of any damaged materials. If a student notices damage of any library item at the time of check out, it is his/her responsibility to bring it to the attention of the librarian or circulation desk assistant. The circulation attendant will make a note in the item copy data window in order to assure that the patron will not be charged for the damage upon return of the item.

3. Charges for damaged items are contingent upon the extent of the damage, e.g., \$1 usd or 6 Egyptian pounds for torn pages that can be

repaired or \$5 usd or 30 Egyptian pounds for damage that shortens the life expectancy of the damaged book, such as damage to the spine of a book. Any damage, intentional or not, that can not be repaired, e.g., pages completely torn out and/or lost, will result in the patron being charged the full replacement cost of the book.

F. Unresolved Library fines and charges

1. Student Charges and Fines: Any unresolved student library charges and fines at the end of the year will be relayed to the administrative offices and will be added to the student's tuition bill.
2. Staff Member Charges and Fines: Teachers' charges and fines must be resolved before the end of the school year. Failure to do so may result in the charge or fee being deducted from the salary of the staff member.

G. Restriction of Library Privileges

The CAC libraries reserve the right to restrict or suspend library privileges in accordance with library policies as applied and interpreted by a CAC librarian. Such action might be taken as a result of numerous instances of losing or damaging materials, chronically disregarding due dates or other library rules and policies, causing damage to the library, theft/attempted theft of materials, or other extreme cases. (See Behavior Policy, above, for further details.)

H. Confidentiality of Library Records

The American Library Association Policy Manual, 54.15, Code of Ethics, point 3, states, "Librarians must protect each user's right to privacy with respect to information sought or received, and to materials consulted, borrowed or acquired." To that end, the Library staff will only access confidential information for legitimate library business; further, library staff will not share this information with anyone other than the patron without the patron's written permission.

**A notable exception to this rule is that information regarding students' current check outs and past history is available to parents or administrators through access to students' patron records in the library automation system software (Destiny). However, in the interest of promoting literacy, an environment of inquiry, and to open important lines of communication between our student patrons and their parents, the library encourages parents to keep up with their children's reading habits through discussions with their children. In honor of our commitment to patron confidentiality, we request a parent seeking to access their child's library account does so with their child rather than through a request to library personnel.*

I. Additional notes on circulation of library materials

1. Placing holds: Library patrons can search our collections and check the availability of items via the Internet. If the patron is logged into his or her account in the MHS Library, the patron may place a hold on an item so it will be held until the patron has an opportunity to get to the library and check it out. In the ES Library, a library staff person will be happy to put a book on hold. No DVDs are put on hold in the ES Library.
2. Inter-library Loan: A patron who is primarily associated with one of the CAC libraries may ask their CAC library staff member to have an item delivered from another CAC library. The library staff member will place an Inter-library Loan request through the library automation system. The item is not to be checked out in the name of the patron during transit. Items can often be delivered within one business day via the school messenger.
3. Lending privileges: In accordance with the library's mission statement, the entire CAC learning community, including the janitorial, maintenance and security staffs are also allowed and encouraged to take advantage of library services. Interested support staff patrons will open a library account and be assigned a patron number. Items that they check out will be accompanied by a note from a library staff member confirming the library transaction and allowing them to take the items off campus.

J. Returns - Library materials are to be returned to circulation desk personnel or dropped in one of the book drops located in the library circulation desk areas and throughout the campus.

H. Placing Items on Reserve – To reserve an item is to separate an item or items from the general collection and to restrict their circulation. Professional Staff Members may request that library items be placed on reserve for the use of their classes. Professional Staff Members (PSMs) may submit a bibliography of their own or request the service from a library staff member.

III. Weeding Policy

A. Definition and Purpose: Weeding is the process of maintaining the condition and integrity of a library collection's holdings. Books are to be weeded on the basis of their physical condition, the accuracy of their content, and the age of the content as determined by the item's publication and copyright dates.

1. Physical condition – Students are hesitant to checkout books that are tattered, damaged, or unattractive. If a book's content is still accurate and up to date, but the book is in poor physical condition, it should be repaired if possible and replaced if the cost of repairing it is comparable to the price a replacement copy.

2. Accuracy of content – Portions of the collection become dated as technological, political, etc., developments occur. While we will always strive to maintain an up to date collection, the philosophy of the CAC Libraries on such material is represented by the statement, "No information is better than misinformation." As material becomes outdated it will be removed from the shelves and replaced with newer, accurate material. As developments occur within an area, dated - yet still accurate - material will be replaced with current material. The priorities guiding the maintenance of the collection are to support curriculum and the personal interests of its patrons.

3. Age of the content – Historical events such as the dissolution of the Soviet Union or technological developments such as the World Wide Web dictate the rate at which certain portions of the collection become obsolete. Nevertheless, there are certain general guidelines offered that suggest how long books in certain categories should remain in a collection.

Students and faculty trust the media center to have current information. With the exception of materials that are created by or pertain specifically to the history of CAC, the CAC holdings are not intended to be an archival collection, and as such, we will not hold on to dated material based on the potential value of the historical insights provided when compared to current material.

B. Responsibility: Weeding will be performed by library personnel and/or qualified volunteers who have been trained in the practice.

C. Time Frame: Weeding should be an on-going process in all sections of the library.

D. Areas to be Weeded: Every section of the collection will undergo weeding. Library personnel and qualified volunteers will maintain a record of which sections of the collection have been weeded and which books have been de-selected. After review from the librarian, these materials will be permanently removed from the shelves and deleted from the Destiny automation software library records. The librarian will then make a decision as to whether or not to replace the book. All replacement titles will be added to the current acquisition list.

Since the fiction section is not as time sensitive as most of the nonfiction sections, the condition of the book and its circulation record will be the primary determinants of whether or not it is to be weeded from the collection.

E. Procedure: See the Powerpoint presentation, "Weeding – CREW method" at Documents: Library, for training information.

A collection analysis, including an Aged Titles Report, will be conducted annually in order to assure that the entire collection gets the necessary attention. Follett's TitleWave and Destiny reports, or a similar resource will be used to conduct the collection analysis.

After identifying the section of the collection to be weeded, the library personnel or qualified volunteer will refer to the latest collection analysis and print a list of aged titles from that section including the copyright information. After reviewing the section for books in poor physical condition and checking the section for outdated or incorrect information (see Appendix A for a guideline) identified books will be removed from the shelf and placed on a book cart to be reviewed by the librarian, who will then be responsible for the decision whether or not to delete them from the system, repair them or replace them.

IV. Collection Development and Materials Selection Guidelines:

(A modified version submitted for consideration for Board approval 6 April 2011.)

Statement of CAC Policy - The CAC Mission, Beliefs, and Objectives shall guide the selection of instructional and library materials. The goal is to select materials which best support the school program, provide curricular coherence, and promote student learning. Curricular committees provide the framework within which the selection and adoption of materials will take place.

In the event of community concerns regarding instructional or library materials, the Superintendent may convene an ad-hoc committee to review and address the concern.

Current practice codified 1983
Adopted: Date of manual adoption
Revised: January 3, 2002; October 21, 2007

A. Library materials will represent a wide range of learning resources at varying levels of difficulty, with diversity of appeal and the presentation of different points of view to meet the needs of students and teachers: to implement, enrich, and support the curriculum of Cairo American College and to meet the individual educational, emotional, developmental and recreational needs of the CAC community.

B. Objectives of Selection

1. For the purposes of these guidelines, the term “learning resources” will refer to any person(s) or any material (whether acquired or locally produced) with instructional content or function that is used for formal or informal teaching/learning purposes. Learning resources include, but are not limited to, textbooks, other books, supplementary reading and informational materials, games, globes, kits, maps, motion pictures, periodicals, pictures, sound recordings, videos, subscription electronic databases and software.

The Internet content on the World Wide Web does not fall under this policy. Because the library has no control over its content, and because its use falls under an agreement between the student user and the school, it is recommended that each user be familiar with the school’s computer and Internet use policy (see, CAC Acceptable Use Policy).

2. The primary objective of learning resources is to support, enrich, and help implement the educational program of the school through the interaction of professional personnel and other members of the school community. It is the duty of professional staff to provide students with a wide range of materials at varying levels of difficulty, with diversity of appeal, and the presentation of different points of view.

3. To this end, the Head Librarian of Cairo American College affirms that it is the responsibility of the library program:

a. To provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities, learning styles, and maturity levels of the students served;

b. To provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and societal standards, complex reasoning skills, and the habits of mind;

- c. To provide materials on various sides of controversial issues so that young citizens may have an opportunity to develop under guidance the practice of critical analysis and to make informed judgments in their daily lives;
- d. To provide materials representative of the many religious, ethnic, and cultural groups and that contribute to our patrons' national heritage and the world community;
- e. To place principle above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to assure a comprehensive collection appropriate to the school community.

C. Criteria for Selection of Learning Resources

1. The following criteria will be used as they apply:

- a. Learning resources shall support and be consistent with the mission, beliefs and objectives of Cairo American College and specific courses and grade levels.
- b. Learning resources shall be chosen to enrich and support the curriculum and the personal needs of users.
- c. Learning resources shall meet high standards of quality in:
 - artistic quality and/or literary style
 - educational significance
 - favorable reviews and/or recommendations
 - factual content
 - physical format
 - presentation
 - readability
 - technical quality
- d. Learning resources shall be appropriate for the subject area and for the age, emotional development, ability level, learning styles, and social development of the students for whom the materials are selected.
- e. Learning resources shall be designed to provide a background of information that will motivate students and staff to examine their own attitudes and behavior; to comprehend their duties,

responsibilities, rights and privileges as participating citizens in our society; and to make informed judgments in their daily lives.

f. Learning resources shall provide information on opposing sides of controversial issues so that users may develop under guidance the practice of critical analysis.

2. The selection of learning resources on controversial issues will be directed toward maintaining a balanced collection representing various views.

Learning resources shall clarify historical and contemporary forces by presenting and analyzing inter-group tension and conflict objectively, placing emphasis on recognizing and understanding social and economic problems.

*** Librarian's Statement Regarding Cairo American College Collection Development and Materials Selection Guidelines:** While the library collection is to be responsive to the community and cultural mores, the nature of a diverse population with a wide variance in age and maturity dictates that not all material in the collection will be suitable for every child; therefore, it is expected and incumbent upon a student patron's parent to monitor the patron's reading selection. To this end the CAC Libraries provide each patron with access to his/her library record wherein all items currently or previously checked out can be viewed. The objective of this practice is to encourage student/parent communication regarding the student's choice of materials and places the onus of responsibility on the student and the parent for the student's exposure to the influences of our high quality, but highly varied collection in terms of its scope, interest levels and age-appropriateness.

The library believes that labeling or censoring books is not in the best interest of the students or the institution because it a.) removes the onus of responsibility from the student and parents for making personal decisions, b.) can draw unwanted attention to books that are labeled or otherwise censored, and c.) can create a stigma that may dissuade readers in the upper grades from selecting books that are not labeled for their level, thus denying them access to a wealth of high-quality YA literature that might be well suited for their interests or reading level or, conversely, dissuade high-ability readers in younger grades from selecting material that may be perfectly appropriate for them.

D. Selection Procedure for Learning Resources

1. To guide the selection of learning resources, library personnel will evaluate available resources and curriculum needs and will consult

reputable, professionally prepared aids to selection and other appropriate sources. Among sources to be consulted are:

a. Bibliographies (latest edition available), for example:

Booklist
Library Journal
School Library Journal
The New York Times Review of Books
H.W.Wilson's Senior High School Library Catalog
H.W.Wilson's Middle and Junior High School Catalog

b. Current reviewing media, for example:

HornBook
Kirkus Reviews
Booklist
Library Journal
School Library Journal
Novelist Plus online database

c. Recommendations from other professionals in the field or related fields will also be considered. Other sources will be consulted, as appropriate.

d. Whenever possible, the actual resource will be examined.

2. Recommendations for purchase will be considered from administrators, teachers, students, and community persons, as appropriate.

3. Selection is an ongoing process that should include the removal of materials no longer appropriate and the replacement of lost and worn materials still of educational value. See, III. Weeding Policy.

F. Donated Materials

Gift materials shall be judged by the criteria outlined in the Library Selection Policy and shall be accepted or rejected according to those criteria. Acceptance of donated materials does not imply that the materials will become part of the library collection. Accepted donations items may also be directed to a teacher for classroom use or to individual students, given to another institution, recycled or discarded.

V. Electronic Information:

In keeping with our role as a source for accessing information, the library provides Internet access to information beyond the confines of our collection. The Internet affords us an exciting opportunity to have immediate access to timely and comprehensive information as well as a wide variety of primary sources. Providing connections to global information services and networks outside the library is different from selecting and purchasing materials for the library collection. The Internet changes rapidly, frequently, and unpredictably.

As the vast amount of information on the Internet is generated outside the library, the library cannot be responsible for accuracy, authenticity, currency, availability, or completeness of information. We cannot insure that Internet communications are secure or private.

Because of the library's limitations, the user is responsible for using discretion when considering the quality of material, questioning the validity of information, and choosing what is individually appropriate.

The CAC offers an Information Literacy instructional program based on The Standards for the 21st Century Learner, published by the American Association of School Libraries. We offer teachers and students skills and guidelines for locating, selecting, using, evaluating, creating and publishing information in a variety of print and electronic formats. In addition, as students visit the library, the library staff are available to train them in how to use the Internet in a responsible and discriminating manner.

In the CAC Library setting, the Internet is a resource that provides timely access to students' information needs. Unfortunately, limited computer resources do not permit the library to unlimited patron support for all students at all times. Therefore, in order to best allocate these finite resources, patron access to the library's computers will be prioritized as follows:

- Academic use will always have priority over recreational use.
- A teacher who makes a reservation for his/her class will have priority over small groups or individual students with no reservation.
- Streaming videos and bandwidth intensive, non-academic uses such as downloading internet content and gaming sites with chat capability are discouraged during school hours.

VI. Use of Library Instructional Areas

- A. Reserving Instructional Areas – There are a number of instructional and study areas in the CAC libraries:
 - a. The ES Library has two whole group instruction areas that will accommodate a full class size.
 - b. The MHS Library features a classroom with LCD projector for whole group instruction and two small group or individual study rooms. There are also areas on the upper and lower levels that can accommodate a full class, as can the tiered amphitheater area between the two levels.
- B. Procedure for Reserving an Area - We are aware that there are automated scheduling programs available; however, we prefer to use the binder as an opportunity to engage teachers who plan to use the library resources and to offer our services and instruction with regard to planning, delivering and assessing research and information literacy-related activities.
 - a. ES Library: Contact ES librarian Ann Coster directly to reserve an instructional area.
 - b. MHS Library: There is a Library Reserve Binder in kept inside the Circulation Area. Teachers are encouraged to visit the library to make reservations or to send an email to an MHS librarian.
- C. Guidelines for classes and small groups
 - a. Groups of five or less permitted with prior notification without supervision. Please notify librarian of the purpose of the visit.
 - b. Classes, even with staff supervision, should have a purpose for visiting the library en masse.
 - c. Classes lead by substitute teachers are welcome only after advance notification by the regular classroom teacher and advance planning with librarian. This will allow the librarian to help the substitute execute the lesson plan and help with class management in the library.

VI. Reconsideration of Challenged Materials

A. Statement of Library Guidelines

1. Any member of the school community may formally challenge learning resources used in the educational program on the basis of appropriateness. This procedure is for the purpose of considering the opinions of those persons in the school and the community who are not directly involved in the selection process.
2. It is possible that certain media or materials may prove offensive to certain individuals or groups. Any member of the school community may informally or formally express concerns about library materials on the basis of appropriateness.

B. Informal Request for Reconsideration of Library Materials - Upon receiving a complaint, the CAC librarian will hold an informal conference with the person making the complaint. A divisional administrator may also be notified and may be present at the conference. The librarian and/or the administrator shall explain to the concerned community member the library's selection procedure and provide a rationale for the inclusion of the material in the collection.

C. Formal Request for Reconsideration of Library Materials – If, after the informal conference, the concerned CAC community member should wish to proceed with the request for reconsideration of the library material in question the challenge process will proceed as follows:

1. The complainant will be offered a copy of the Request for Reconsideration Form (see below), to be filled out in its entirety and returned to the appropriate librarian, who will review the form ensure it is filled out in its entirety and clarify any questions that arise. The head librarian will then present the request form to the superintendent.
2. The superintendent may then form an *ad hoc* Resource Reconsideration Committee to reevaluate the resource.
3. Suggested committee make up and responsibilities:
 - a. The committee should include the following membership, as appropriate:
 - The superintendent, the divisional principal or an appointed representative from the administrative team;

- Two teachers: one teacher from the same grade level as the child whose parent registered a formal complaint and one teacher who is a subject area specialist within the curricular area from which the challenged material arose. Neither teacher should be the child's own teacher;
- A librarian or other member of the CAC community with insight into the CAC Collection Development and Materials Selection Guidelines.
- One other member of the CAC community. (This person could be a member of the PTO or another parent interest group.)

b. The committee should review the complaint and the challenged resource and write a report including consenting and dissenting opinions, if applicable, and making a recommendation to the superintendent. As part of this process, the reconsideration committee should review the challenged resource and judge whether it conforms to the principles of selection outlined in the school's Collection Development and Materials Selection Guidelines. The reconsideration committee should bear in mind the Guiding Principles to the Reconsideration Committee. (See below.)

c. Final disposition to keep or remove a book or other material rests with the superintendent.

d. A report, presenting both majority and minority opinions, should be presented by the committee to the complainant at the conclusion of the discussion of the questioned material.

4. Suggested Considerations for a Reconsideration Committee:

- a. No individual or group has the right to determine reading, viewing, or listening matter for students other than his or her own children.
- b. Cairo American College libraries support the Library Bill of Rights, adopted by the American Library Association (see Appendices). When learning resources are challenged, the principles of the freedom to read/listen/view must be defended as well.
- c. Access to challenged material should not be restricted during the reconsideration process.

- d. Bear in mind the principles of the freedom to learn and to read and base their decision on these broad principles rather than on defense of individual materials. Freedom of inquiry is vital to education in a democracy.
- e. Passages or parts should not be pulled out of context. The values and faults should be weighed against each other and the opinions based on the materials as a whole.
- f. The general acceptance of the materials should be based on the library selection policy and further checked by consulting available reviews and standard evaluation aids and other schools' holdings when feasible and practical.
- g. The major criterion for the final decision is the appropriateness of the material for its intended educational use.
- h. A decision to sustain a challenge shall not necessarily be interpreted as a judgment of irresponsibility by the professionals involved in the original selection and/or use of the material.

Submitted for Board consideration by Beau Cain, 6 April 2011

Appendix A: Request for Reconsideration of Library Resources

The Cairo American College libraries have an established reconsideration procedure to address concerns about library resources. Completion of this form is the first step in this procedure. If you wish to request reconsideration of a library resource, please return the completed form to the appropriate CAC librarian.

Name _____ Date _____

Address _____

E-mail address _____ Phone _____

Do you represent self or an organization? _____

1. Resource on which you are commenting:

Title _____

Author/Producer _____

____ Book ____ Textbook ____ Video ____ Display ____ Magazine

____ Library Program (please specify) _____

____ Electronic information/network (please specify) _____

____ Other (please specify) _____

2. What brought this resource to your attention?

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3. Have you read the entire book / examined the entire resource?

4. What concerns you about the resource? (Use additional pages, if necessary)

5. Are there resources you suggest that would provide additional information and/or other viewpoints on this topic?

Appendix B: Library Bill of Rights – American Library Association

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.

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.

Adopted June 18, 1948.

Amended February 2, 1961, and January 23, 1980,
inclusion of "age" reaffirmed January 23, 1996,
by the ALA Council.

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Suggested Considerations for a Reconsideration Committee:

1. No individual or group has the right to determine reading, viewing, or listening matter for students other than his or her own children.
2. Cairo American College libraries support the Library Bill of Rights, adopted by the American Library Association (see Appendices). When learning resources are challenged, the principles of the freedom to read/listen/view must be defended as well.
3. Access to challenged material should not be restricted during the reconsideration process.
4. Bear in mind the principles of the freedom to learn and to read and base their decision on these broad principles rather than on defense of individual materials. Freedom of inquiry is vital to education in a democracy.
5. Passages or parts should not be pulled out of context. The values and faults should be weighed against each other and the opinions based on the materials as a whole.
6. The general acceptance of the materials should be based on the library selection policy and further checked by consulting available reviews and standard evaluation aids and other schools' holdings when feasible and practical.
7. The major criterion for the final decision is the appropriateness of the material for its intended educational use.
8. A decision to sustain a challenge shall not necessarily be interpreted as a judgment of irresponsibility by the professionals involved in the original selection and/or use of the material.