

Mission

The Midtown Montessori Library supports the school in its greatest goal, which is “that the children of our community go into the world knowing that we are all responsible for one another’s welfare, for the stewardship of all that surrounds us and with a wisdom regarding how we are each tasked with the work of creating a world that will be more peaceful than we found it.”

The library endeavors to support a peaceful, supportive learning environment that inspires students’ curiosity by providing access to quality literature and authoritative research resources while contributing to students’ development of research and information literacy skills.

Intellectual Freedom Statement

Intellectual freedom is fostered by educating students in the use of critical thinking skills, enabling them to responsibly and independently pursue free inquiry. This library is guided by the principles set forth in the American Library Association’s Library Bill of Rights. The resources and services of a school library is informed by the developmental stages and educational levels of its users. The MMS library exercises careful consideration when dealing with potential barriers between students and resources including imposing age, grade-level, or reading-level restrictions on use of resources. Policies, procedures, and guidelines related to the use of resources and services support free and open access to information.

Selection Policy Objectives

Midtown Montessori School Library Selection Policy Objectives

1. To provide the Midtown Montessori School community (students, faculty, and families) with materials that reinforce and support classroom learning while strengthening love of reading and research.
2. To provide students with a wide range of educational materials reflecting all levels of difficulty and in a variety of formats, with diversity of appeal, allowing for the presentation of different points of view
3. To select materials that present various sides of issues, giving students an opportunity to develop analytical skills, resulting in informed decisions.
4. To select materials in all formats, including up-to-date, high quality, varied literature to develop and strengthen a love of reading.

Classroom Collection Selection Policy Objectives

- To provide students with materials that will enrich and support the curriculum and meet the needs of the students served in an individual classroom
- To provide students with a wide range of educational materials with varying levels of difficulty, in a variety of formats, with diversity of appeal, and allowing for the presentation of different points of view.

Responsibility for Selection

Responsibility for the selection of library materials in all formats rests with the librarian in cooperation with faculty and guided by the selection criteria and procedures.

Selection Criteria

General Criteria:

- Reflect the values and mission of Midtown Montessori School
- Support and enrich the students' learning and/or personal interests
- Meet high standards in literary, artistic, and aesthetic quality; technical aspects; and physical format
- Be appropriate for the subject area and for the age, emotional development, ability level, learning styles, and social, emotional, and intellectual development of the students for whom the materials are selected
- Incorporate accurate and authentic factual content from authoritative sources
- Earn favorable reviews in standard reviewing sources and/or favorable recommendations based on preview and examination of materials by professional personnel
- Exhibit a high degree of potential user appeal and interest
- Represent differing viewpoints on controversial issues
- Provide a global perspective and promote diversity by including materials by authors and illustrators of all cultures

- Include a variety of resources, focusing on print format while including electronic and multimedia where appropriate for research
- Demonstrate physical format, appearance, and durability suitable to their intended use
- Balance cost with need

Top Five Recommended School Library Reviewing Sources:

- Association for Library Service to Children (ALSC) Notable Children's Books
- Booklist
- School Library Journal
- We Need Diverse Books website
- Social Justice Books

Acquisitions Procedures

In selecting learning resources, the librarian will evaluate available resources and curriculum needs and will consult reputable, professionally prepared aids to selection, and other appropriate sources. The actual resource will be examined whenever possible.

Recommendations for purchase involve administrators, teachers, students, and community members, as appropriate.

Gift materials and donations shall be judged by the selection criteria and shall be accepted or rejected by those criteria. Selection is an ongoing process that will include removing materials that are no longer used or needed, adding materials, and replacing lost and worn materials that still have educational value.

Selecting Materials on Controversial Topics

Midtown Montessori School Library subscribes to the principles expressed in the American Library Association's *Library Bill of Rights*. It is the responsibility of the library to provide a wide range of materials, with different levels of difficulty, representing varying points of view. School library professional staff may provide materials on opposing viewpoints on controversial issues to enable students to develop necessary critical thinking skills to be discerning users of information and productive members of society.

Gifts and Donations

Gifts and donations to the school library are accepted with the understanding that the decision for use and disposition of the materials and/or funds will be determined using the same [Selection Criteria](#) as purchased materials. All materials should support the curriculum and

needs of library users. Gifts and donations, like purchased resources, will be removed from the collection at the end of their useful life. Potential donors may find the [MMS Library Wish List](#) helpful for identifying books needed by the library.

Collection Maintenance and Weeding

Annually, the school librarian will conduct an inventory of the school library collection and equipment. The inventory will determine losses and remove and/or replace damaged or worn materials. Materials that are outdated, damaged, no longer relevant to the curriculum or of interest to students will be removed throughout the school year as well as during the inventory process.

Reconsideration

Reconsideration Policy Statement

Despite the careful selection of library resources and the qualification of those involved in the selection process, objections to library resources that are deemed offensive or inappropriate may occur. Midtown Montessori School community member may express an informal concern or formal request for reconsideration of a library resource.

Informal Complaints

Persons with a complaint about library print or digital resources should state their concerns to the school librarian. The librarian will listen attentively to the concerns and attempt to resolve the issue informally. As part of the discussion, the school employee will explain the library's selection policy, selection criteria, diversity of the collection with resources from many points of view, and the selection process. Additionally, each parent/guardian has the right to determine the appropriateness of library resources for their children and should accord the same right to other families.

If the complaint is not resolved informally, the librarian will explain the formal reconsideration process and provide the individual with a copy of the library selection policy with reconsideration procedures and a request for reconsideration of library resources form. If there is concern about multiple items, a separate form must be completed for each item. All complaints to staff members shall be reported to the librarian, whether received by telephone, letter, or in personal conversation. No library resources should be removed or restricted from use as a result of the informal complaint.

If the completed and signed formal request for reconsideration form has not been received by the principal within two weeks, the matter shall be considered closed.

Formal Reconsideration

The following procedures should be followed if, after discussing the questioned resource, no resolution is made.

1. The complainant should be referred to the co-founder.
2. A community member who is dissatisfied with earlier informal discussions will be offered a packet of materials which includes the library's mission statement, selection policy, request for reconsideration of instructional resources form, and the Library Bill of Rights.
3. The complainant is required to complete and submit the reconsideration form to the co-founder within ten business days.
4. If a completed reconsideration form is not submitted within ten business days, the matter is considered closed.
5. Upon receipt of the form, the co-founder should notify and provide a copy of the reconsideration form with the following individuals:
 - School Library Advisory Committee/Reconsideration Committee
 - School librarian
6. The work in question will remain on library shelves and in circulation until a formal decision is made.
7. The Reconsideration Committee will be appointed by the librarian and school co-founders and consist of a teacher/guide, an administrator, a librarian, and a member of the community.
8. The school librarian will provide the reviewing committee with a short formal Intellectual Freedom training that introduces a packet of materials, including the library's mission statement, selection policy, the Library Bill of Rights, the completed reconsideration form, reviews of the resource being reconsidered, and a list of awards or honors, if any. This packet can be created with assistance from the American Library Association's Office for Intellectual Freedom.
9. The school librarian will obtain copies of the material in question for review by the Reconsideration Committee.

10. The Reconsideration Committee (including the school librarian) should schedule a formal reconsideration meeting within 10 school days after the principal receives the written request for reconsideration. The principal should notify the superintendent and the school library department director as to this schedule.

11. The Reconsideration Committee should follow the procedures listed below:

- At the initial meeting, the committee will review reconsideration committee guidelines and procedures. A school administrator should fully participate in the reconsideration process.
- A member of the committee should keep minutes.
- All committee members should fully review the resource (read or view the entire work) before voting.
- The committee reserves the right to use outside expertise if necessary to help in its decision-making process.
- The complainant may make an initial verbal presentation about the resource under reconsideration or may choose to share the written form. The complainant is asked to provide sources for quotes used during this presentation.
- The complainant may not participate in or observe the committee's deliberations unless invited to do so by the committee. The committee chair may choose to give committee members time to ask questions.
- During the initial or subsequent meetings, the committee will make its decision determined by the simple majority to retain, move the resources to a different level, or remove the resource. This will be a secret ballot vote.
- The committee's written decision (including a minority report if needed) shall be presented to the complainant within five school days after the decision is made.
- The committee's decision will be final.
- Decisions on reconsidered materials will stand for five years before new requests for reconsideration of those items will be entertained.

Request for Reconsideration of Material Form

Midtown Montessori School Library has delegated the responsibility for selection and evaluation of library/educational resources to the school librarian and has established reconsideration procedures to address concerns about those resources. Completion of this form is the first step in those procedures. If you wish to request reconsideration of school or library resources, please return the completed form to the school librarian.

Midtown Montessori School Library
1738 Galloway Avenue
Memphis, TN 38112

Date _____

Name _____

Address _____

City _____ State/Zip _____

Phone _____ Email _____

Do you represent self? _____ Or an organization? _____

Name of Organization _____

1. Resource on which you are commenting:

___ Book (or e-book) ___ Movie ___ Magazine ___ Database ___ Audio Recording ___ Digital Resource
___ Textbook ___ App ___ Newspaper ___ Game ___ Other

Title _____

Author/Producer _____

1. Is the resource part of the curriculum, library collection, or other?

2. What brought this resource to your attention?

3. Have you examined the entire resource? If not, what sections did you review?

4. What concerns you about the resource?

5. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?

6. What action are you requesting the committee consider?

Sample Letter to Person Requesting Reconsideration

Dear _____:

We appreciate your concern over the use of _____ in our school. Our library has a policy for selecting materials, but realizes that not everyone will agree with every selection made.

To help you understand the selection process, we are sending copies of the library's:

1. Materials Selection Policy statement
2. Procedure for Handling Formal Complaints
3. Request for Reconsideration of Material form

If you are still concerned after you review this material, please complete the enclosed Request for Reconsideration of Material form and return it to me. You may be assured of prompt attention to your request. If I have not heard from you within two weeks, we will assume you no longer wish to file a formal complaint.

Sincerely,

NAME, TITLE

Date

Guidelines for Library Use (2019-2020)

In addition to existing behavior guidelines for the Midtown Montessori School community, the following guidelines apply to the use of library materials at Midtown Montessori School.

Circulation

All students and family members are welcome to check out up to three Midtown Montessori School library materials at the same time.

Students may request to check out more than three items at one time, if there is a compelling reason.

The loan period is three weeks unless otherwise specified.

Materials may be renewed unless on hold by another user.

Materials on Loan from Memphis Public Libraries

Materials on loan through Memphis Public Libraries must be limited to one item at a time, unless permitted by librarian/teacher. These materials are subject to a shorter loan period--between 14-20 days. Renewals are possible, but not guaranteed.

Materials on loan through Memphis Public Libraries cannot be taken home without the notification and approval of the MMS librarian and the student's guardians.

Public Library Outings

The purpose of these weekly small group outings is to provide one-on-one and small group library instruction. Students are expected to adhere to the MMS Behavior Guidelines during library outings in order to continue to enjoy this privilege.

Books checked out during library outings should support students' research or otherwise align with school specifications. Books not typically permitted in the classroom will not be checked out during library trips. Students are encouraged to visit the public library with their families to check out any type of book they wish to read at home.

Lost or Damaged Books or Materials

As with any other materials or property of the school, users are expected to treat library materials with care. The cost and effort of replacement is the obligation of the student/family member responsible for loss or damage of books or materials.