

Resources Selection, Viewing and Disposal Policy

Introduction

Our Shared Vision

Our belief in Jesus Christ guides us in building a **FAITH** and learning **COMMUNITY**, actively pursuing **EXCELLENCE**.

Guided by St. Mary of the Cross MacKillop, every member is encouraged to personally journey in **FAITH**, being inspired to act for good in the world.

As a Josephite **COMMUNITY** we recognise the dignity of all people, encouraging mutual respect through fostering partnerships and global awareness.

We strive to achieve **EXCELLENCE** in heart and mind by maximising the God-given potential of every student: spirituality, physically, emotionally and academically.

Objectives

- To provide a comprehensive library collection and access to information that is appropriate to the school community, its ethos and objectives.
- To provide current resources to enrich and support curriculum needs.
- To provide up-to-date resources which suit the different abilities, learning styles and maturity levels of the students.
- To ensure that every student has equitable access to a variety of relevant, accurate and current information resources.
- To provide materials, which will assist growth in factual knowledge, literary appreciation and which will reflect the recreational needs of students.
- To provide materials which examine various controversial issues so that students may develop critical analysis skills and make informed decisions.
- To generate input from students by encouraging and accepting suggestions for new materials.
- To provide multimedia resources, access to external databases, web sites and current learning technologies.

Selection of Resources

All resources, whether paper-based, electronic or audio-visual, for use by students and staff at the College will be selected in accordance with this policy, which has been approved by the College Board.

Selection Criteria

Appropriate to the target audience with consideration to:

- Content
- Point of view
- Illustrations
- Relevance

- Accuracy
- Vocabulary

Use appropriate language in terms of:

- The level of student
- Clarity of presentation
- Is appropriate for the subject matter

Deal with issues (especially if controversial) in terms of:

- The treatment/approach
- The potential to offend
- Discriminatory remarks
- Undue bias

Details are accurate with the following being considered:

- The information is correct
- The information is relevant
- The information is current
- The authority and reputation of the author
- Date of publication

Curriculum match and relevancy, where the following are considered:

- Its relevance and support of the current curriculum
- Its application and appeal
- Its ability to extend and deepen the curriculum

Expectation for Student Outcomes:

- To improve student knowledge and skills.
- To encourage students to:
 - Think
 - Question
 - Research
 - Solve problems
 - Be independent learners.

Potentially Controversial Resources

When a resource that is potentially controversial has been selected against the criteria in this policy is to be used in the classroom, or held in the library, consideration must be given to the following in consultation with the Head of Campus:

- Is the resource essential to the learning process for the subject?
- Is there another resource, which could be used as a suitable substitute, which may be less controversial?
- Have the students been informed of the contents of the resource with the option of not being present if they so choose?
- Have the parents been informed of the proposed use of the resource with the option of their child not being exposed to it?

When selecting audio-visual media, these additional guidelines need to be considered:

- All material to be used, either on or off-campus, must comply with the Copyright Law
- No 'R' rated material to be viewed by students
- 'MA' rated material may be shown at years 11 and 12. At years 9 and 10 'MA' material may only be shown with specific parental consent.
- 'M' rated material may be shown at years 9, 10, 11 and 12. Blanket parental approval will be sought at the beginning of year 9 for students to be permitted to see 'M' rated material. This approval will then be valid for the following 4 years. Year 9 Leaders will be responsible for the distribution and collection of the consent letters at the beginning of each year. These are to be placed in student files.
- At years 7 and 8 'G' and 'PG' rated material may be viewed. At these year levels 'M' material may only be shown with specific parental consent.

If specific parental consent is required then:

- The subject teacher must send a letter home, co-signed by the Head of Campus, informing the parent/guardian of the name and classification details and the curriculum reasons for viewing the material
- If consent is not given, a student cannot be penalised and an alternative and supervised curriculum activity must be organised

Disposal of Resources

Deselection is the systematic identification and removal of resources that are no longer appropriate for the collection. It is an ongoing process undertaken by library staff. Annually the Head of the ERC will seek the assistance of the Heads of Learning in deselecting the resources purchased by their department. If this assistance is not forthcoming, the Head of the ERC will review the resources without their advice.

Deselection Criteria

- Appearance and physical condition
- Date of publication
- Curriculum change
- Inaccuracy / irrelevance of information
- Degree of use
- Style of writing / illustrations / presentation – has it dated?

Penola Catholic College Resource Viewing Policy

When viewing any visual media (film, television programs, live performances, music, DVDs, Digital Video System) to students either on or off-campus, staff are required to adhere to the following guidelines. All material shown, either on or off-campus must comply with Copyright Law.

- No 'R' rated material is to be viewed by students.
- 'MA' rated material may be shown at years 11 and 12. At years 9 and 10 'MA' material may only be shown with specific parental consent.

- 'M' rated material may be shown at years 9, 10, 11 and 12. Blanket parental approval will be sought at the beginning of year 9 for students to be permitted to see 'M' rated material. This approval will then be valid for 4 years.
- At years 7 and 8 'G' and 'PG' rated material may be viewed. At these year levels 'M' material may only be shown with specific parental consent.

If specific parental consent is required then:

- The subject teacher must send a letter home informing the parent/guardian of the name and classification details and the curriculum reasons for viewing the material
- If consent is not given, a student cannot be penalised and an alternative and supervised curriculum activity must be organised.

Challenged materials

Any item that is challenged or deemed unsuitable by a student, parent or teacher will be reconsidered and a response made to the challenger. The challenge should be made to the Head of the ERC or the Principal. A copy of this selection policy will be made available to the challenger.

If the challenger is not satisfied that the item is compatible with the selection policy and the Head of the ERC is not convinced that the item should be withdrawn, then the challenger will be asked to complete the accompanying form. At this stage both the Head of the ERC and the Principal will discuss the challenge.

The complainant will be asked to complete the "Request for Consideration of School Resources" form and return this to the Head of the ERC. The Head of the ERC and the appropriate subject co-ordinator will then examine the challenged item. If the item is fiction, the English co-ordinator will be consulted.

The Head of the ERC will forward a response to the Principal and the complainant will be notified in writing of the result of the request and the reasons for it. This response should include a recommendation that the item be retained or withdrawn.

The review process should normally be completed within a month of the receipt of the challenge form.

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