

## LIBRARY MATERIALS SELECTION

IIAC

### PURPOSE

The School District of Neillsville Library Media Centers provide a diverse collection of library materials and services to meet the educational, curricular, informational, recreational, and cultural needs of the school communities they serve. The school library media centers provide materials in several different formats including books, periodicals, audio and video recordings, pamphlets, maps, computer software, and online databases to meet the needs of all of their populations.

The school library media centers provide services to their school communities to make library materials easily accessible; to ensure that these library materials can be used at the time and place desired; to provide guidance in assisting the user to find what he/she wishes, either in the school library media centers or through interlibrary loan; and to provide instructional programs which stimulate learning and the use of school library media center materials.

The responsibilities of the school library media centers include providing materials to support, supplement, and enrich curriculum, by providing a wide range of viewpoints which reflect our school communities' informational needs and interests. It is the right and responsibility of the individual patron to challenge any material which he/she considers personally objectionable without infringing upon the rights of other patrons. The School District of Neillsville Library Media Centers follow the guidelines set forth in the American Association of School Librarians', "School Library Bill of Rights". This document affirms the rights of the School District of Neillsville's patrons to free and convenient access of ideas, information, and creative expression.

Exhibit 1            "School Library Bill of Rights"

Initial Adoption: 06/16/14

Final Adoption: 07/21/14

## Library - Instructional Materials Selection

The Board of Education of the School District of Neillsville, pursuant to section 121.02 Standard J of Wisconsin State Law, declares that it "shall provide adequate instructional materials, texts and library services which reflect the cultural diversity and pluralistic nature of American society."

## I. Responsibility for Selection of Materials:

The Board of Education is legally responsible for all matters relating to the operation of the School District of Neillsville. The responsibility for the selection of materials, both print and non-print, for use in the library and related classroom activities is delegated to the professionally trained and certified school library media specialists employed by the district. Within each school, suggestions from students, professional staff, administrators, counselors, parents, and guardians of enrolled students are encouraged and seriously considered in the selection process.

## II. Criteria for Selection of Materials

- A. When selecting instructional materials for use in the schools, consideration shall be given to the following objectives.
  - 1. To provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities and maturity levels of the students served.
  - 2. To provide materials that stimulate growth in factual knowledge, literary appreciation, aesthetic values and ethical standards.
  - 3. To provide a background of information which will enable students to make intelligent judgments in their daily lives.
  - 4. To provide materials representative of the many religious, ethnic, and cultural groups and their contributions to our American heritage.
  - 5. To provide materials of the highest quality in order to assure a comprehensive collection appropriate for users of the libraries.
- B. The selection of materials on controversial issues will be directed toward maintaining a balanced collection representing various views.
- C. The American Association of School Librarians', "School Library Bill of Rights" is an integral part of the selection criteria: (See Exhibit 1) The School District of Neillsville shall not discriminate in the selection and evaluation of instructional and library materials on the basis of sex, race, religion, color, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or handicap.

Initial Adoption: 06/16/14

Final Adoption: 07/21/14

## III. Procedure for Selection

## Evaluation and Selection of Library Materials

The following criteria may be used in selecting materials for the school library media centers' collection:

- Relevance to the curriculum
  - Relevance to students' informational and recreational needs
  - Suitability of subject
  - Format and level for intended audience
  - Importance of subject matter to the collection
  - Scarcity of materials on the subject
  - Published and/or broadcast reviews or inclusion in special bibliographies and indexes
  - Authority and significance of the author, composer, film maker, etc.
  - Reputation of the publisher or producer
  - Timeliness and/or permanence
  - Student interests
  - Provision of alternate viewpoints
  - Quality of writing, design, illustrations, or production
  - Relevance to school community standards
  - Potential and/or known demand
  - Cost
- A. In selecting materials for purchase, the school library media specialist shall evaluate the existing collection and the curriculum and will consult reputable, professionally-prepared selection aids and other appropriate sources.
- B. Recommendations for purchase will be solicited from faculty and students. All non-print materials requested by faculty must be previewed before purchase. In the case of videos, when previewing is not permitted, and reviews are not available, teachers should have previously viewed the video.
- C. Gift materials shall be judged by the criteria in Section II and must be approved by the Board of Education.
- All gifts of materials or money to the libraries of the School District of Neillsville must be approved by the Board of Education and will be reviewed by the media director. Money donated to the School District of Neillsville Library Media Centers will be used to acquire items deemed appropriate. Gifts of books and other materials may be accepted, but incorporation into the school library media centers' collection is based on collection needs and the judgment of the media director.
- D. Selection is an ongoing process which shall include the removal of materials no longer appropriate and the replacement of lost and worn materials still of educational value. (See Exhibit 2)

Initial Adoption: 06/16/14

Final Adoption: 07/21/14

## IV. Objectives

At times, a district resident or employee may raise objections to materials in the library and instructional materials collection despite the fact that a duly qualified school library media specialist made selections following proper procedures and criteria. During this process, the material questioned will remain in the collection.

Parents/guardians may request that their child not be allowed to check out specific materials by completing the Materials Restriction Form and providing a copy to the district's libraries. (See Exhibit 6)

## Request for Reconsideration of Library Material Procedures

The review of the questioned material will be treated objectively and the prescribed procedure will be followed. Every effort will be made to consider objections. The interests of the students, the school, the curriculum, and the community will be kept in mind.

The prescribed procedure is as follows:

1. The person originating the objection should schedule a meeting with the library media specialist for an informal discussion. The building principal may participate in the meeting if so desired. Often, an explanation of selection policies, procedures and criteria, plus an explanation of the items placed in the collection and criteria will suffice.
2. If the person originating the objection continues to challenge the appropriateness of the material, the building principal will be notified and will give or send in the mail copies of:
  - a. Instructional goals and objectives, if applicable.
  - b. Materials Selection Policy statement.
  - c. Procedure for Handling Objections.The person objecting then has two weeks (14 days) to complete the form and return it to the building principal or library media specialist. (See Exhibits 3 & 4)
3. Upon receipt of the completed form, copies will be made immediately available to the building principal and the school library media specialist.
4. The library media specialist will obtain copies of the challenged title and distribute them with copies of the Request for Consideration of Library Material Form to committee members. The material in question will not be withdrawn from circulation. Review copies for committee members will be obtained from sources other than the school library media center where the concern originated.

Initial Adoption: 06/16/14

Final Adoption: 07/21/14

5. The chairperson, with the assistance of school library media specialists, will provide copies of reviews for all committee members. (See Exhibit 5)
6. The chairperson will schedule the meeting(s) of the Committee for Challenged Materials.

The review committee to handle written objections to library and instructional materials will include the following:

- a. The school principal where the concern originated, who will serve as the chairperson.
- b. A representative from the school's language arts department and/or from the content area that the material relates to.
- c. A community member.
- d. The district's school library media specialists.

These persons shall read the material in question, the objections raised and professional reviews of the material.

7. The committee will evaluate the original reasons for purchase of the materials and consider the objections in terms of the school library media centers' selection guidelines, the principles of the American Association of School Librarians', "School Library Bill of Rights", the Freedom to Read Statement, the Freedom to View Statement, and the opinions of review sources used in material selection.
8. The review committee's majority (greater than half of the total) decision will be presented in writing to the complainant and the district administrator within 10 days after the decision is made. The summary of the decision will include relevant professionally-prepared selection aids and reviews when available.
9. Further objections to the committee's decision, by either party, may be appealed to the Board of Education within 30 days after the decision is received by the complainant and the district administrator. If the patron goes to the board, the committee will also present their conclusions and recommendations to the Board of Education.

That appeal will be forwarded to the board through the district administrator's office.

10. The Board of Education of the School District of Neillsville will make a decision and will give a formal response to the complainant.

Initial Adoption: 06/16/14

Final Adoption: 07/21/14

**V. Collection Maintenance**

Each school library media specialist will evaluate the collection on a continuing basis to identify materials in need of repair, replacement, or withdrawal. The following criteria are considered when withdrawing materials:

- Physical condition
- Currency of information
- Availability
- Permanent value
- Use demand
- Other coverage of subject material
- Available space

Replacement of school library media materials is not automatic but considered in relation to the school collection.

**VI. Responsibility for Collection Maintenance**

The library media specialists, who are qualified for this activity by reason of education, training, and experience, are responsible for maintenance of the school library media collections.

**Disposal of Withdrawn Materials:**

Materials withdrawn from the collection, which are determined to be no longer needed in the school library media collection, may be donated to any other nonprofit institution.

Withdrawn materials may be disposed of by any other means deemed appropriate by the district administrator.

Initial Adoption: 06/16/14

Final Adoption: 07/21/14

## School 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 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 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.

Initial Adoption: 06/16/14

Final Adoption: 07/21/14

### Discarding Library Materials

Discarding (weeding) should be a continuous process. This is done by the school library media specialist. Withdrawal from the collection is recommended for the following types and conditions of library materials:

1. Dirty, torn, and defaced materials.
2. Old editions of titles (e.g. 3rd ed. 1984 and library has 6th ed. 1995).
3. Outdated nonfiction (e.g. great advances have been made in the subject area).
4. Duplicate copies of title.
5. Titles that have not circulated once in five (5) years.

The following materials should NOT be discarded from the collection:

1. Popular titles that are out-of-print.
2. Award winning books that are out-of-print.
3. Autographed copies of books.
4. First edition books (e.g. Laura Ingalls Wilder books).
5. Materials on local history that could not be replaced.

Discarded materials will be replaced if:

1. Title is vital to the collection overall.
2. Title is "popular."
3. Title from given subject area can be updated.

Potential materials for discard should be put aside as they come to the attention of a library media specialist. Occasionally, especially prior to making up a purchase list, several shelves at a time should be examined systematically. Thus, weeding need never become a major crisis for an alert library media specialist, but rather a constant effort to keep the collection vital and usable.

Initial Adoption: 06/16/14

Final Adoption: 07/21/14



Letter of Concern

Date \_\_\_\_\_

We appreciate your concern over the use of \_\_\_\_\_ in our school district. The district has developed procedures 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 district's:

1. Instructional goals and objectives, if applicable.
2. Materials Selection Policy statement.
3. Procedure for Handling Objections.

If you are still concerned after you review this material, please complete the 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,

Neillsville \_\_\_\_\_ Principal

Initial Adoption: 06/16/14

Final Adoption: 07/21/14

REQUEST FOR RECONSIDERATION OF LIBRARY MATERIAL

Statement of concern about library media center resources.

AUTHOR \_\_\_\_\_

TITLE \_\_\_\_\_

PUBLISHER \_\_\_\_\_

COPYRIGHT DATE \_\_\_\_\_

CALL NUMBER OF MATERIAL \_\_\_\_\_

MATERIAL TYPE Please circle Book Magazine Video Audio Tape  
Other \_\_\_\_\_

Please circle the library in which the material in question is located.

Elementary IMC Middle School IMC High School Library

REVIEW REQUEST INITIATED BY:

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

HOME PHONE \_\_\_\_\_ BUSINESS PHONE \_\_\_\_\_ EXT \_\_\_\_\_

Concerned party represents:

1. Himself/herself YES \_\_\_\_\_ NO \_\_\_\_\_

2. Other than himself/herself YES \_\_\_\_\_ NO \_\_\_\_\_

3. If yes was marked on #2, give name of group &/or person

\_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone number of group &/or person \_\_\_\_\_ Ext. \_\_\_\_\_

If you need more space for any answers, please use the back side of the sheet or attach a separate page.

Initial Adoption: 06/16/14

Final Adoption: 07/21/14

1. What brought this material to your attention?
  
2. Have you read the material entirely?    YES \_\_\_\_\_                      NO \_\_\_\_\_
  
3. If yes, give a summary of the material in your own words. If no, please indicate the pages read and give a summary of the material in your own words.
  
4. What material do you object to? Please be specific and cite pages.
  
5. What do you feel might be the result of reading this material? Please be specific and cite pages.
  
6. What do you like or find positive about this material? Please be specific.
  
7. Is there any age or group that should be allowed access to this material? If so, who or what group? Please be specific and explain your reasoning.
  
8. Is there any age or group that should not be allowed access to this material? If so, who or what group? Please be specific and explain your reasoning.

Initial Adoption: 06/16/14

Final Adoption: 07/21/14

9. Have you read any review of the material and if so, please list the source and date of the review. YES \_\_\_\_\_ NO \_\_\_\_\_

LIST INFORMATION BELOW ABOUT REVIEWS FOUND FOR THIS MATERIAL

Source of Review(s) \_\_\_\_\_ Date of Review(s) \_\_\_\_\_

10. Are you aware of the judgment of this material, and/or of this author, by literary critics? Write what you know about these literary opinions.

11. What would you like the school to do about this material?

12. Can you recommend another title for the school library to purchase to present the opposite, or an alternate, point of view of the title in question?

YES \_\_\_\_\_ NO \_\_\_\_\_

13. If number 12 was answered yes, please give the following information:

Title \_\_\_\_\_

Author \_\_\_\_\_

Publisher \_\_\_\_\_

Copyright Date \_\_\_\_\_

ISBN (International Standard Book Number) \_\_\_\_\_

Review Source \_\_\_\_\_

Date \_\_\_\_\_ Page(s) \_\_\_\_\_

Initial Adoption: 06/16/14

Final Adoption: 07/21/14

14. Can you recommend another title for the school library to purchase to present the same point of view of the title in question?

YES \_\_\_\_\_ NO \_\_\_\_\_

15. If number 14 was answered yes, please give the following information:

Title \_\_\_\_\_

Author \_\_\_\_\_

Publisher \_\_\_\_\_

Copyright Date \_\_\_\_\_

ISBN (International Standard Book Number) \_\_\_\_\_

Review Source \_\_\_\_\_

Date \_\_\_\_\_ Page(s) \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

Initial Adoption: 06/16/14

Final Adoption: 07/21/14

## Instructions to Evaluating Committee

Bear in mind the principles of the freedom to learn and to read and base your decision on these broad principles rather than on defense of individual materials. Freedom of inquiry is vital to education in a democracy.

Study thoroughly all materials referred to you and read available reviews. The general acceptance of material should be checked by consulting standard evaluation aids and local holdings in other schools.

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 material as a whole.

Your report, presenting both the majority and minority opinions, will be presented by the principal to the complainant at the conclusion of your discussion of the questioned material.

Once the Request for Reconsideration of Library Material has been received by the school district, the time frame, as prescribed in district policy, must be strictly adhered to.

Initial Adoption: 06/16/14

Final Adoption: 07/21/14

Exhibit 6

Materials Restriction Form

STUDENT'S NAME \_\_\_\_\_

GRADE \_\_\_\_\_

I wish to request that my child not be allowed to use/check out the following material(s) from the School District of Neillsville. (Use back if necessary)

PARENT/GUARDIAN SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

AUTHOR	TITLE
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Initial Adoption: 06/16/14

Final Adoption: 07/21/14