

## Procedure - Library Information and Technology Programs

### A. Library Collection Development

This procedure guides Teacher-Librarians and informs the community about the process for selecting, acquiring, evaluating and maintaining library information and technology program materials. The objective of each program is to implement, support and enrich the educational program of the district.

To best meet the unique needs of each school, the district will strive to create a library collection based upon an assessment of student and staff needs. This will be accomplished by:

- a. Providing resource materials, both curricular and personal for students and faculty;
- b. Providing materials that meet the interest, vocabulary, maturity and ability levels of all students;
- c. Providing a diversity of materials in the interest of achieving a balance of sources and perspectives;
- d. Fostering reading as a lifelong activity through pleasurable exposure to printed and digital materials; and
- e. Including materials in the collection because of their academic, literary and/or artistic value and merit.

### B. Library Materials and Electronic Resources

Library materials or digital services are those items accessible through the library information and technology program that provide support for an area of the curriculum, information for independent study, or resources for enrichment and recreational interest. Electronic resources include access to electronic documents, databases and websites.

### C. Suggestions for Acquisition:

Suggestions for acquisition or electronic resources may originate from students, parents, community members and teachers. Library information and technology staff will weigh requests, evaluate materials and select those which fulfill the needs of the instructional program. Teacher-Librarians in each school determine final selections.

### D. Selection

- a. Sources for the selection of materials include but are not limited to:
  - i. Current professional review journals. Below are some examples but not an exhaustive list:
    1. Kirkus Reviews
    2. School Library Journal
    3. Bulletin of the Center for Children's Books
    4. Horn Book
    5. Booklist
  - ii. ALA Book Award Lists, Youth Choice Awards, State Book Award Lists, national, state, and disciplinary award lists, diverse book award lists (such as We Need Diverse Books; [socialjusticebooks.org](http://socialjusticebooks.org))

- b. A school library collection should, collectively, do all of the following. Individual items selected as part of the collection should contribute to the collection meeting these goals.
  - i. Support and be consistent with the general educational goals of the State of Washington and Wenatchee District and the aims and objectives of individual schools and specific courses;
  - ii. Support and be consistent with school library media and information literacy standards established by the American Association of School Librarians as well as content area standards established by the Office of the Superintendent of Public Instruction of the State of Washington;
  - iii. Meet high standards of quality in factual content and presentation;
  - iv. Contain appropriate subject matter for the age, emotional development, ability level, learning styles, and social development of the students for whom they are selected;
  - v. Serve the intended purpose, in both physical format and appearance for library materials;
  - vi. Help students gain an awareness of our pluralistic society;
  - vii. Motivate students and staff to examine their own duties, responsibilities, rights, and privileges as participating citizens in our society, and to make informed judgments in their daily lives;
  - viii. Withstand scrutiny based on their strengths rather than be rejected for their weakness; and
  - ix. Clarify historical and contemporary forces by presenting and analyzing intergroup tension and conflict objectively, placing emphasis on recognizing and understanding social and economic problems.
  - x. Support student inquiry and choice, particularly in materials designed to foster a love of reading.

**E. Gifts/Donations**

Materials donated to the school library will be accepted or declined in accordance with the criteria applied to the purchase of materials.

**F. Collection Assessment**

De-selection (weeding) of outdated and damaged materials is a natural part of the library's life cycle and maintenance of the quality and integrity of the collection. The Teacher-Librarian will evaluate the library collection on a continuing basis in order to assure that the collection meets the mission statement and goals of the Wenatchee School District.

**G. Considerations for De-selection**

- a. Currency – The subject matter is inaccurate, out of date, or no longer relevant to the instructional program;
- b. Physical Condition – Item is worn, soiled, missing pages, antiquated in appearance or unattractive;
- c. Not circulating for a reasonable amount of time;
- d. Superseded by newer editions;
- e. Perpetuates cultural, ethnic, or sexual stereotypes;

- f. Inappropriate reading level (material that doesn't meet the needs of the age, emotional development, ability level, learning styles, and social development of the students for whom they are selected); or
- g. Unneeded duplication of materials.

#### H. Request for Reconsideration of Library Media Materials

When a concern is expressed about library resources, the Teacher-Librarian will consider both the resident or staff member of the district's right to express an opinion and the principles of intellectual freedom.

##### a. Informal Reconsideration

Residents or staff members of the district wishing to make a complaint regarding library resources will be asked to direct their complaint to the Teacher-Librarian. The Teacher-Librarian will attempt to resolve the issue informally by:

- i. Discussing the request with the complainant and listening carefully to the concerns expressed;
- ii. Explaining why the material was selected, and how its inclusion in the collection was guided by the district collection development policy/procedure; and
- iii. Share review sources for the item in question;
- iv. Offering the option of excluding their student's ability to check out physical books from the school library until advised otherwise by parent or guardian.

If the informal process does not resolve the matter, the complainant may submit a formal Request for Reconsideration of Library/Media Materials. Library materials in question will remain on the library shelves and available for checkout until the process is completed and a final decision is made. The complainant must have read the entire piece of work being examined before submitting the request.

##### b. Formal Reconsideration

After the resident or staff member is given the formal request document, the building principal will be informed by the end of the following school day.

- i. The *Request for Reconsideration of Library/Media Materials* form must be signed by the person making the request and filed with the Superintendent/designee. The superintendent will inform the school board of the request.
- ii. The library material being examined shall remain on the library shelves and available for checkout until the process is completed and a decision is made.
- iii. Within 10 school days after receiving the *Request for Reconsideration of Library/Media Materials* form, the Superintendent/designee will file the request with an appointed Review Committee.
- iv. The Review Committee shall be made up of 7 members:
  - a. The Teacher-Librarian(s) in whose school the book is being challenged
  - b. Two Teacher-Librarians from other schools, one of whom will be the Lead librarian, with the 2nd preferably one who also provides the questioned material for circulation
  - c. A grade level team lead (K-8) or department chair (9-12)
  - d. One member of the central administrative staff designated by the superintendent. This person will act as chairperson for the committee

- e. One parent from the community, appointed by the building principal in whose school the book is being challenged
- f. The building principal in whose school the book is being challenged
- v. The Review Committee will meet within 20 school days from the time the superintendent receives the signed formal *Request for Reconsideration of Library/Media Materials* form. The chairperson may deem it necessary to extend any of the deadlines because of the length or availability of the challenged material. In such circumstances the committee chair will notify the committee members, the complainant, and the superintendent of the extended dates.
- vi. All members of the committee must have read the questioned material before meeting.
- vii. The Review Committee Chair will:
  - a. Distribute copies of the written Request
  - b. Distribute copies of reputable, professionally prepared reviews of the questioned materials which will be provided by the librarians participating on the committee
  - c. Give the complainant an opportunity to expand on the Request form contents
  - d. Make sure that written notes are kept of the proceedings
- viii. The Committee may request individuals with special knowledge to present information.
- ix. The Review Committee will:
  - a. Examine the Request for Reconsideration form;
  - b. Read and evaluate the book/material in question;
  - c. Study thoroughly all materials referred and read available reviews. The general acceptance of the materials should be checked by consulting standard evaluation aids and holdings in other schools;
  - d. Discuss the book/material in the context of the educational program and the audience for which it was selected;
  - e. Consider the entire work, rather than extracting passages or parts. Weighing the values and faults against each other and weighing the conflicting opinions based on the materials as a whole; and
  - f. Base the final decision upon the appropriateness of the material for its intended use.
- x. The Review Committee shall, within 10 school days of their initial meeting, present their written decision, with its justifications, to the superintendent and to the person requesting the review.
- xi. The Review Committee may decide to:
  - a. Take no action on the questioned material.
  - b. Remove all or part of the questioned material.
  - c. Limit the educational access of the material.

The decision of the Review Committee may be appealed by a concerned party to the Board of Directors, by submitting a written request to the office of the superintendent. The purpose of the Board of Director's review will be to determine whether the committee applied the appropriate criteria and followed the proper process. The library material being examined shall remain on the

library shelves and available for checkout until the review process is completed and a determination is made.

The superintendent will notify the concerned parties of the findings of the board's review.

If the correct criteria and process were followed by the Review Committee, the decision of the committee stands. If it is determined they were not followed, the Board of Directors will determine the outcome of the challenge.

The decision regarding challenged materials will not be subject to reconsideration for a minimum of three years, unless there is a substantive change of circumstances as determined by the superintendent.

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Classification: **Discretionary**

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