

Book	School Board Policies
Section	PRG Series 300: Instruction
Title	LIBRARY MEDIA CENTER MATERIAL SELECTION AND RECONSIDERATION
Code	361.2
Status	Draft
Adopted	January 4, 2022

LIBRARY MEDIA CENTER MATERIAL SELECTION AND RECONSIDERATION

The primary purpose of the District's library media program is to enrich and support the educational program of the District and student learning.

The School Board delegates the review and selection of library media center (LMC) materials and resources to the District's administrative, library media, and instructional staff. The District also welcomes purchase and acquisition suggestions from parents, students, staff, and others. Within Board-approved budgetary allocations for acquisitions and subscriptions in any school year, specific acquisitions/subscriptions that have been through the review/selection process and approved by the District Administrator or the relevant building principal may be submitted as purchase orders using established District purchasing procedures. Offers to donate LMC materials (not including donated equipment that includes no content elements) shall go through the review and approval process prior to acceptance. Administrative procedures shall be established to further guide staff in the selection and management of LMC materials in accordance with this policy.

LMC materials and resources of varying types and formats shall be selected and maintained primarily to help students:

- pursue the District's curriculum, academic standards and educational goals
- engage in self-directed learning
- obtain needed information
- become more informed and responsible members of the community
- understand and appreciate the cultural diversity and pluralistic nature of society in the United States and around the globe
- develop their creative capacities
- use discretionary time constructively and enjoyably

When selecting LMC materials to serve one or more of the goals identified above, consideration shall be given to a variety of factors, including but not limited to the following:

- budgetary considerations;
- an item's relationship to the existing collection, including especially the need for added materials in particular subject areas or within particular categories of literature, or the need to replace a resource that was damaged, destroyed, lost or stolen;
- the extent to which materials would support and enhance the District's curriculum and educational programs, as identified with the input of instructional staff;
- the extent to which an item is judged to be of contemporary significance and/or of likely lasting value within the District's collection;
- an evaluation of the item in relation to the intended audience for the item;
- the accessibility of the materials to individuals requiring special formats (e.g., certain students with disabilities and English language learners);
- the extent to which an item is judged to meet present and anticipated user needs and interests;
- an evaluation of the item/material, especially reference materials and non-fiction works, for improper bias, misinformation, or stereotyping;

- the physical limitations of school facilities; and
- the availability of the material or substantially similar material through other in-District sources, through area libraries, through interlibrary loan, or through other reasonably accessible sources, including electronic sources.

The Board recognizes that occasional objections to LMC materials may occur despite the quality of the selection process. When parents or guardians or other individuals have concerns about particular LMC materials, these concerns shall be brought forward in accordance with established administrative procedures, carefully considered, and accorded the courtesy of a prompt reply by appropriate school personnel.

The District shall not unlawfully discriminate in the selection and evaluation of library media materials or resources on the basis of sex, sexual orientation, race, color, national origin, ancestry, religion, creed, pregnancy, marital or parental status, any physical, mental, emotional or learning disability, or any other legally-protected status or classification. Discrimination complaints shall be processed in accordance with established District procedures.

Legal

Wisconsin Administrative Code PI 9.03(1)(e)

Wisconsin Administrative Code PI 8.01(2)(h)

Wisconsin statutes Section 121.02(1)(h)

Wisconsin statutes Section 118.13

Wisconsin statutes Section 115.77

Book	Administrative Rules
Section	PRG Series 300: Instruction
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PROCEDURES FOR THE SELECTION, MANAGEMENT AND RECONSIDERATION OF LIBRARY MEDIA CENTER MATERIALS

A. Selection of Library Media Center Materials

No single standard can be applied to all library media center (LMC) materials selection and acquisition decisions. As an aid to such decisions:

1. The District staff members who are involved in a specific review and selection decision will refer to and consider the selection criteria and factors expressly identified in Board Policy.
2. The building principals and library media specialists shall oversee the maintenance of one or more list's that reflect the District's current acquisition priorities. The District will use that list to evaluate whether a specific acquisition would clearly support the previously-identified priorities, or whether there is a sound basis for departing from those priorities in the specific situation.
3. A recommendation to acquire a particular LMC item or resource shall be supported by at least one of the following:
 - a. as a preferred benchmark, a direct and substantive review of the item/resource by a member of the District's LMC or instructional staff;
 - b. a recommendation or review found in a professional journal or in a reputable education-industry publication; or
 - c. a recommendation or review from another reputable source that is reflective of the concerns and interests of a public school library.
4. It is the District's goal, and in some situations it is the District's legal obligation, to make LMC acquisition and service decisions that will enable students with special needs to obtain the educational opportunities and benefits of the LMC in a manner that is as timely, effective, and integrated as it is for other District students and patrons who utilize the school LMC. Accordingly, when selecting LMC materials and resources for use in the schools, including digital materials, consideration shall be given to the accessibility of the materials or resources for students with disabilities and other students who may require special formats (e.g., English language learners), including a determination as to whether a particular item or resource is subject to the National Instructional Materials Accessibility Standard (NIMAS) and/or whether the item or resource is readily available in alternative formats through sources such as the Wisconsin Accessible Education Materials Center or Bookshare. Accessibility considerations are likely to be particularly relevant when the District is purchasing multiple copies of an item or resource, in connection with the selection/acquisition of digital resources, when multiple comparable resources are under consideration, or when multiple formats of the same resource are available.

B. Renewal of Subscription-Based Materials and Services

The decision to continue or terminate a subscription-based item or service upon its renewal date should generally be viewed as a standard selection and acquisition decision relative to all other acquisition priorities, except that the building principal must approve the termination of a subscription affecting only one school, and the District Administrator or his/her designee must approve a subscription termination decision that affects multiple schools or buildings.

C. Gifts of Library Media Materials

The District welcomes gifts of LMC materials/resources and any monetary donations that are intended to benefit the school LMCs, with the understanding that they are subject to the District's general public gifts to the schools policy and that donated materials/resources will be evaluated using the same review and selection criteria (aside from budgetary considerations) that are applied to purchased materials. If the gifts do not meet these criteria and the items are not recommended for acquisition, the District generally reserves the right to reject the gift or, if

impractical to return the gift to the donor, to dispose of the gifted materials in a manner consistent with established procedures.

D. Relocation of Library Media Center Materials

Relocation means changing the LMC in which a District LMC item or resource is maintained, or converting a LMC item/resource into a classroom or program resource (or vice versa) within the District. Provided that the decision is appropriately reflected in inventory records, the building principal for the building in which a resource is presently located may approve the relocation of a District LMC resource based on a determination that the proposed new location for the resource would be an appropriate and at least equally effective use of the resource.

E. Reconsideration of Library Media Center Materials

Reconsideration is a process for reevaluating an acquisition, access, or placement decision of a LMC item or resource.

1. Challenges regarding specific LMC materials or resources will be reviewed upon written request. Such requests will be referred to the library media specialist. The library media specialist, will review the LMC item or resource in question and present a recommendation to the relevant building principal. The building principal will make an initial determination on the challenge, and inform the District Administrator and the person who challenged the material of the determination.
2. Should the complainant be dissatisfied with the building principal's initial determination, the complaint will go to a Materials Review Committee, consisting of: library media specialist, building principal, one or more teacher representatives, and district's technology coordinator.
 - a. This committee will make a recommendation to the building principal, who will review the recommendation and communicate his/her decision upon reconsideration to the District Administrator and the complainant.
 - b. The meetings of the Materials Review Committee will be conducted in compliance with applicable requirements of the Open Meetings Law, including ensuring appropriate public notice of the committee's meetings.
3. Should the complainant be dissatisfied with the decision of the building principal following the review that is conducted by the Materials Review Committee, the complaint will be referred to District Administrator. Decisions of the District Administrator shall be final.

Unless and until the District representative who is charged under these procedures with reviewing and responding to challenges to LMC materials determines that a challenge to an item or resource will be upheld in whole or in part, the LMC material or resource in question will not be removed or modified during the complaint and appeal process.

Duplicative or otherwise redundant requests to reconsider the same resource or to reconsider a different resource with substantially similar content for substantially similar reasons may be restricted. In the event that the District concludes that a reconsideration request is redundant to a previous request in which a relevant resource was thoroughly reviewed and evaluated, the District will inform the complainant that the District is choosing to rely on the previous evaluation and that the complainant may immediately seek a final review of the decision by the District Administrator.

F. Removal of Library Media Center Materials from the Collection (Weeding)

The following may be removed in connection with routine maintenance of the District's LMC collections under the direction and supervision of the building principal or a District library media specialist:

- Materials that are excessively worn/damaged;
- Materials that are obsolete (such as any outdated or superseded editions);
- Materials that are unnecessarily duplicative of other resources (such as excess copies of a book no longer in significant demand);
- Materials that are unused for lengthy periods of time and that have minimal current educational value; and
- Materials that are negatively affecting either the usability of the LMC or the efficiency of LMC operations.

To the extent space availability is an issue within any facility, items may be removed giving priority to items that would be subject to removal through routine maintenance of the District's collections and, if space remains constrained, to any items identified through a District-initiated reconsideration process.

An item that is reconsidered may also be removed (or relocated) if it is determined that the item is inappropriate for the school setting at which it is presently located.

To alleviate concerns that removal decisions could reflect a form of censorship:

1. Prior to the final removal and disposal of LMC resources and materials under this section of these procedures, the library media staff making such decisions shall provide a list of items that have been identified for removal that briefly identifies the basis for the decision to the relevant building principal, who shall review and approve the removal of the items on the list; and
2. Items in usable condition that are removed from a LMC (and not relocated) should be donated to an area public library in an effort to preserve public access to the materials to the extent such a procedure is otherwise consistent with established District procedures for disposal of property that will no longer be used by the District for school purposes.

Book School Board Policies
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To prevent misunderstanding of your complaint, please fill in the following information.

Request initiated by:

NAME _____

ADDRESS _____

PHONE NUMBER _____

Representing:

STUDENT'S NAME _____

ORGANIZATION'S NAME _____

OTHER _____

Type of Instructional or Library Media Material:

Title: _____

Author/Publisher/Producer: _____

Library Media Center _____ Class Name _____ Other _____

What action would you like to see taken:

☐ Send back to originating department/school for re-evaluation

☐ Substitute alternate material or media

☐ Deny the use of the material or media by my child

☐ Deny use of the material or media by all students

☐ Other _____

Due to limited space, please feel free to extend comments on the reverse side of this form.

1. Have you either read, heard or seen the material or media in its entirety? If not, what part did you see, read or hear? _____

2. To what in the instructional or library material or media do you object? (Please be specific. For example, cite page or section) _____

3. What do you feel may result from the use of this material or media? _____

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4. What do you believe is the theme of this material or media? _____

5. For what age group would you recommend this material or media? _____

6. What do you find good about this material or media? _____

7. Are you aware of the judgments of this work by literary or other critics? _____

8. In view of the action you would like taken, do you have any suggestions about material or media that could be substituted that would convey as valuable a picture and perspective of the subject treated and would meet the educational needs of your child and/or other students? _____

Signed _____ Date _____

Thank you for your time and concern. Please return this completed form to the District Administrator, who will review its contents and will notify you of the next step in the complaint process.