

## **LIBRARY MEDIA CENTER MATERIALS SELECTION CRITERIA AND PROCEDURES**

The Board of Education delegates the responsibility for the coordination and selection of Library Media Center materials to the Library Media Department under the guidance of the District Administrator, with board approval as necessary and in accordance with all aspects of the Library Media Center Materials Selection Policy (IIAC). “Library Media Center materials” are defined as print and nonprint media: books, magazines, Internet-based subscriptions, digital resources, audio books, ebooks (excluding textbooks), and audiovisual/technology equipment purchased by, housed in, and circulated by the library media centers.

### **SELECTION**

Materials selected for Pulaski Community School District library collections reflect these beliefs:

- The essential reason for the existence of public schools is the students’ right to know and to become educated citizens.
- The library media program supplements classroom activity and is an integral part of the curriculum, offering enrichment for student and staff.
- The library media program provides materials to attract students to reading, viewing, and listening to foster reading and learning as lifelong activities.
- The library media program helps students become skillful and discriminating users of libraries and access to print and digital information.
- All students shall be provided access to a current, balanced collection of books, basic reference materials, ebooks, periodicals, and digital resources, which depict in an accurate and unbiased way the cultural diversity and pluralistic nature of American society.

The following criteria will be used as a guide when selecting Library Media Center materials:

- Educational significance
- Contribution to the curriculum and to the interests of the students
- Favorable reviews found in standard selection sources
- Favorable recommendations based on preview and examination of materials
- Reputation and significance of the author, producer and publisher
- Validity, currency and appropriateness of material
- Contribution to breadth of representative viewpoints on controversial issues
- High degree of potential user appeal
- High artistic quality and/or literary style
- Quality and variety of format
- Value commensurate with cost and/or need
- Timeliness or permanence
- Integrity

Although the Board of Education recognizes that any item may offend some patrons, selection of

materials on controversial topics will not be made on the basis of any anticipated approval or disapproval but rather on the merits of the material and its value to the collection and to patrons.

The selection of materials on controversial topics such as material on religious subjects shall be available and shall be factual, unbiased, and broadly representative. Factual material on an appropriate reading level shall be available concerning those political ideologies which exert strong influence on government, education, or any other phase of our world. Inclusion of profanity, frank treatment of sex, or violence, shall not automatically rule out books or other materials. It will, however, necessitate a searching evaluation of the merits of the material in question.

## PROCEDURES FOR SELECTION OF MATERIALS

During the selection process, the media specialists will evaluate the existing collection and assess curricular and recreational needs. Reputable professionally prepared selection tools and other appropriate sources will be consulted. In an attempt to build a balanced collection which achieves cultural diversity, the media specialists will use a variety of means to select and evaluate materials.

The following kinds of material should be selected for the media center:

- Materials which are an integral part of the instructional program.
- Materials which are appropriate for the reading level, interest level, age level, learning style, and emotional/developmental level of students in the school.
- Materials which reflect the interests and needs of the students and faculty
- Materials which merit inclusion in the collection because of literary and/or artistic value.
- Materials which present information with the greatest degree of accuracy and clarity  
Materials which represent a fair and unbiased presentation of information. In controversial areas, the media specialist in cooperation with the faculty should select materials representing as many shades of opinion as possible in order that students may have available varying viewpoints.
- The inclusion of any items in a collection does not necessarily mean that the school or the school library media center advocates or endorses the contents of that item.

It is the responsibility of the school library media center:

- a. To place principle above personal opinion and reason above prejudice in the selection of resources
- b. To provide educational resources that support various styles of teaching
- c. To provide educational resources that allow students to evaluate, synthesize, and use information effectively.
- d. To provide educational resources for students with particular physical disabilities and other special educational needs.

Recommendations for purchase will be solicited from school personnel, students and parents. However, the final responsibility for the selection decision will rest with the media specialists who have professional training and experience in materials selection.

Gifts will be acceptable when they meet the same standards as original purchases, require no special conditions, and may be appropriately disposed of when warranted.

Library Media Specialists continually evaluate collections. The same thought and care given to selection will be exercised in weeding so the collections remain current and useful to the

school community. ALA standards for weeding will be followed.

Criteria for the withdrawal of materials may include:

- Having inaccurate and outdated information
- Depicting negative role stereotypes
- No longer useful for curricular support or recreational reading
- Worn out in an unattractive format
- Not circulated for an extended period of time

## COMPLAINTS CONCERNING LIBRARY MEDIA CENTER MATERIALS

Media center materials which may be deemed as objectionable by some may be considered by others as having sound educational value or worth. Any resident or employee of the school district may raise objection to materials used in the District's educational program on the basis of appropriateness.

The review of materials questioned by the parents, community members, teachers, administrators and other school personnel will be treated objectively as an important routine action. Every effort will be made to consider the objections, keeping in mind the best interests of the students, the school, the curriculum and the community.

1. An effort to informally resolve the concern with the staff member shall be made first. The initial concern shall be discussed with the Library Media Specialist, who can provide information regarding the selection and use of the material and explain the philosophy and goals of the library program. The Media Specialist shall inform the principal and Instructional Technology Coordinator of any purely oral challenge to media center materials on the same day the concern is discussed.
2. If the concern is not resolved after discussion with the Media Specialist, the concern of material should be registered with the building principal. If, after discussing the matter with the complainant informally, no resolution to the problem of the challenged material has been made, the building principal will provide the complainant a copy of the district's Library Media Materials Selection Policy and a Statement of Concern About Library Media/Educational Materials Form. This statement shall be completed and filed with the District Administrator of the Pulaski Community Schools. No action is taken unless the concern form is completed. Challenged material will remain in the library collection during the reconsideration period. A parent/guardian filing the formal request can ask that access to the challenged material be denied to his/her child or children
3. When a signed and completed Statement of Concern Form is received the Library Materials Re-Evaluation/Reconsideration Committee, shall be composed to take action on the complaint.

The committee shall consist of the following individuals appointed by the district administrator at the time the complaint is filed:

- a. Building administrator
- b. Two members of the school teaching staff
- c. Two members of Library Media Program Staff
- d. Instructional Technology Coordinator

- e. Director of Learning Services
- f. If a high school library resource, two high school students selected by the principal; parental permission will be obtained for minor students before they will be allowed to participate.
- g. One community member/parent

A designated chairperson will be appointed from the above members. The complainant and the involved staff member(s) will not be committee members, but their input will be solicited.

4. Within 5 school days of the filing of a concern, the District Administrator will relay the Statement of Concern About the Library Media materials to the committee.
5. Initial Meeting: Materials Reconsideration Committee Procedures
  - a. The committee will have its first reconsideration hearing no later than 15 working days after the Statement of Concern About Library Media/Text Materials Form reaches the designated chairperson.
  - b. Before their first meeting, the committee will read, view or listen to the challenged material in its entirety. Copies of professionally prepared reviews, bibliographic information and a copy of the Statement of Concern About Library Media/Text Materials Form will be provided by the Media Specialists and Instructional Technology Coordinator.
  - c. The reconsideration hearing will be publicly announced and open to the public. The complainant may make an initial verbal presentation regarding the materials under consideration. Observers may be invited to voice their views; however, after those opportunities, neither the complainant nor other observers may participate in the committee's deliberations unless later requested to do so by the chairperson.
  - d. During this meeting or a subsequent one, the committee will consider the work as a whole, survey review literature, and assess the merits of the work in the context of the philosophy of a Library Media Center and educational value before making the decision to remove or retain the material. . The committee may choose to consult District support staff and/or community persons with related professional knowledge. The vote, by verbal expression, shall require a simple majority of those present.
  - e. The committee's recommendation regarding inclusion in the library collection of the material shall be presented within 15 working days upon decision to the District Administrator. The District Administrator will notify the complainant, and the involved staff member(s) within 10 days of receipt of the report of the Re-Evaluation/Reconsideration Committee.
  - f. If either the complainant, the staff member or the principal is not satisfied with this decision, a written appeal may be made directly through the District Administrator to the Board of Education. Appeals must be made within 10 working days after formal notification of the decision.

LEGAL REFERENCES: Wisconsin Statutes Sections 118.12  
118.13  
120.13(5)  
121.02(1)(h)  
PI 9.03(1) of the Wisconsin Administrative Code

CROSS REFERENCE: Nondiscrimination Complaint Procedures  
IIAC - ADM Library Media Center Materials  
IIAD- ADM Educational Materials Selection Policy

DOCUMENTS: Library Bill of Rights  
The Freedom to Read  
The Right to Read  
Statement on Intellectual Freedom

Policy Adopted: March 16, 1994

Revised: December 14, 1994, February 19, 2014

**PULASKI COMMUNITY SCHOOL DISTRICT**  
**Statement of Concern About Library Media/ Educational Materials**

Complete the form, sign and return to the District Administrator of the Pulaski Community School District.

NAME \_\_\_\_\_ DATE \_\_\_\_\_

ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

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

1. Educational materials/resources which you have concerns with. Be specific with title, author, digital/electronic resource, software, etc:

2. What brought this to your attention?

3. Please comment on the educational material/resource as a whole as well as being specific about those matters which concern you. (Use other side if needed.)

\_\_\_\_\_  
Signature

**PULASKI COMMUNITY SCHOOL DISTRICT**  
**Report of Re-Evaluation/Reconsideration Committee**  
**to the District Administrator**

Educational material or resource: \_\_\_\_\_

This decision was made on the \_\_\_\_\_ day of \_\_\_\_\_ 19 \_\_\_\_\_

FINDINGS OF FACT:

DECISION:

The following committee members are in agreement with the above decision:

_____	_____
_____	_____
_____	_____

The following committee members are not in agreement with the above decision:

_____	_____
_____	_____
_____	_____