

PROCEDURES FOR THE SELECTION, MANAGEMENT AND RECONSIDERATION OF  
LIBRARY MEDIA CENTER MATERIALSA. 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. 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.
3. 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., student with limited English proficiency.)

B. 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, 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.

C. Reconsideration of Library Media Center Materials

1. Use of Controversial Materials in the Library
  - a. The parent or guardian has the right to judge whether certain materials are acceptable for his/her child. However, no parent or organization has a legal right to

abridge the rights of other parents or children to have access to materials which are a part of the District's instructional program.

- b. Occasionally, course objectives can be better achieved through the reading or use of materials that may be controversial in nature. If in the professional judgment of the teacher and/or administrator, such material might be objectionable to a significant number of parents from the community, a letter (see Exhibit 1 for sample) must be sent to parents or guardians of students in the course prior to the use of the material(s) in question. The letter shall indicate the material(s) proposed for use and offer to substitute alternative materials for any on the list considered objectionable by the parent or legal guardian.

## 2. Objection to the Use of Library Media Center Materials

- a. Any adult resident or employee of the School District may raise objection to materials used in the library media center. The school administrator and/or staff member(s) receiving a complaint regarding the library media center materials shall make every effort to resolve the issue informally. Normally, the materials in question will remain in use pending resolution of the objection.
- b. The complainant shall be appraised of the District's selection policy, criteria for selection, and the qualifications of those persons selecting the material. In addition, the complainant will be informed of the reason and instructional purpose for the selection and the judgment of other professionals (reviewers, experts, etc.) regarding the material. Appropriate District-level personnel should be involved if they can assist with an informal resolution of the issue.

## 3. Procedures for Handling Challenged Materials

- a. If the informal process has been unsuccessful, the complainant may formally challenge materials used in the library media center. All formal objections to library media center materials must be made in writing on the "Request for Reconsideration of Library Media Center Materials" form (see Exhibit 2). Each building office will keep on hand and make available sufficient reconsideration request forms. The reconsideration request form must be signed by the complainant and presented to the principal involved in the reconsideration issue. The principal shall forward the formal objection to the Director of Instruction and Learning as well as the School Response to Complaint form (Exhibit 3).
- b. Within twenty school days of the receipt of the formal complaint, the Director of Instruction and Learning shall file the formal complaint and the material in question with the review committee for reevaluation. The review committee shall make a recommendation for disposition of the material in question to the District Administrator. Generally, access to challenged materials will not be restricted during the reconsideration or review process. In some circumstances, alternative materials may be requested by parents/guardians for their son or daughter.
- c. The review committee may be composed of:
  - Three teachers: one each from elementary, middle school and high school, designated by the District Administrator
  - The building principal and the Director of Instruction and Learning

- One community member appointed by the Board President
- A Board of Education member appointed by the Board President
- Two high school students appointed by the high school principal
- All media specialists

Care should be taken in the appointment process so that the same members are not selected over and over, but some continuity should be provided from year to year.

- d. The procedures for the meeting involving a reconsideration request is as follows:
  - Copies of the completed and signed Request for Reconsideration of Library Media Center Materials form (Exhibit 2) and School Response to Complaint form (Exhibit 3) are distributed to review committee members.
  - Copies of the challenged material will be distributed to committee members as available.
  - The complainant (if he/she so desires) will be given an opportunity to speak to and expand on the reconsideration request.
  - Reputable, professionally prepared reviews of the material will be distributed to the committee when available.
  - The review committee may request that individuals with special knowledge be present to provide information relative to the material in question.
  - Fill out the checklist for Reconsideration of Instructional Materials (Exhibits 4 or 5.) The complainant shall be kept informed concerning the status of the complaint and be given notice of appropriate review committee meetings.
  - Recommendation will be a majority vote of the committee.
- e. The committee's final recommendation will be:
  - To take no removal action;
  - To remove all or part of the challenged material;
  - To allow the use of alternate titles, approved by the appropriate school personnel involved; or
  - To limit or restrict the instructional use of the challenged material. The decision of the review committee regarding the material is to be based on the appropriateness of the material for its intended instructional use.

4. A decision to sustain a challenge shall not be interpreted as a judgment of irresponsibility on the part of the professional(s) involved in the original selection or use of the material. Requests to consider materials which have previously been before the committee must receive approval of a majority of the committee members before the materials will again be reconsidered. 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 Director of Instruction and Learning.

5. The written recommendation of the review committee and its justification shall be forwarded to the District Administrator for appropriate action and to the complainant and the appropriate schools in the District.
6. Any review committee recommendation may be appealed to the Board of Education for a final decision.

D. 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;
- 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.

Items in usable condition that are removed from a LMC will be disposed of consistent with established District procedures for disposal of property that will no longer be used by the District for school purposes.

Adopted: 11/14/16