



Administrative Procedures for Board Policy #2021 Library Information and Technology Programs

Textbooks will be selected in the manner described in policy and procedure 2020 and 2020P. Materials to be included in a library information and technology program shall be selected as outlined.

INTRODUCTION

The primary objective of the school information and technology program is to implement, enrich and support the educational program of the district by:

1. Providing resource materials, both curricular and personal for students and faculty;
2. Providing materials that meet the interest, vocabulary, maturity and ability levels of all students;
3. Providing a diversity of materials in the interest of achieving a balance of sources and perspectives
4. Fostering reading as a lifelong activity through pleasurable exposure to printed and digital materials;
5. 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.
 - a. 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.
 - b. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
 - c. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

To fulfill this objective, principles must be placed above personal opinion and reason above prejudice in the selection of materials of the highest quality and appropriateness. All purchases, including gifts, should meet the same standards.

OBJECTIVE

The objective of this library collection development policy is to guide the library staff, as well as inform the Centralia School District community, about the process for selecting, acquiring, evaluating and maintaining library materials. In order to better respond to the unique needs of each school, the collection development process should be based upon an assessment of student and staff needs. Procedures should conform to the Centralia School District's educational mission and established national and state learning standards.

SELECTION AND ACQUISITION

All items selected for and placed in the school library shall be selected in accordance with this procedure. Selection of materials is a continuous process. New materials become available daily.

The school library actively encourages recommendations by school faculty, students, and community patrons. In all cases, the library staff is responsible for verifying, before purchase of resources or acceptance of a gift, that the recommended items meet any or all of the following district library selection criteria:

- Educational significance
- Subject matter contributes to the curriculum or to the interests of the students
- Favorable reviews found in standard selection sources
- Favorable recommendations based on preview and examination of materials by professional personnel, such as academic subject specialists
- Reputation and significance of the author, producer and publisher
- Validity, currency and appropriateness of material
- Contribution the material makes 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

The library staff employs professional reviewing materials, the judgments of other professionals – teachers and librarians—to aid in the selection process. Professional reviewing materials include (but are not limited to):

1. Current Reviews – Library Journal, School Library Journal, Booklist, Hornbook, English Journal, Choice, Library Media Connection, American Association for the Advancement of Science (AAAS) Science Books and Films and other professional and commercial periodicals which review materials objectively.
2. Published lists of appropriate materials – Halsey William (H.W.) Wilson Core Collections Catalogs, American Library Association (ALA) Basic Book Collection Series, AAAS Best Science Books lists; materials suggested by the professional organizations in the content areas of English, Math, Science, and Social Studies; and materials suggested by other professional publications that evaluate materials.
3. Published lists of award winning literature – Caldecott Medal/Honor, Coretta Scott King Award & Honor Author and Illustrator, Evergreen Young Adult Book Award, International Reading Award (IRA) Children’s Choice Award, Newberry Medal and Honor, Michael L. Printz Award and Honor, Pura Belpre Award and Honor Author and

Illustrator, Washington Children's Choice Picture Book Award, and other awards for literature.

The following criteria for selection will be used as they apply:

1. Learning resources shall support and be consistent with the general educational goals of Washington State and Centralia School District and the aims and objectives of individual schools and specific courses.
2. Learning resources shall support and be consistent with school library media and information literacy standards established by the American Association of School Librarians.
3. Learning resources shall meet high standards of quality in factual content and presentation.
4. Learning resources will be appropriate for the subject area and for the age, taking into consideration emotional development, ability level, learning style and social development of the students for whom the materials are selected.
5. Physical format and appearance of learning resources shall be suitable for their intended use.
6. Learning resources shall be designed to help students gain an awareness of our pluralistic society.
7. Learning resources shall 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.
8. Learning resources shall be selected for their strengths rather than be rejected for their weaknesses.
9. The selection of learning resources on controversial issues will be directed toward maintaining a diverse collection representing various views.
10. Learning resources shall clarify historical and contemporary forces by presenting and analyzing intergroup tension and conflict objectively, placing emphasis on recognizing and understanding social and economic problems.

The school board subscribes in principle to the statements of policy on library philosophy as expressed in the American Library Association's Library Bill of Rights (appendix A), a copy of which is appended to and made a part of this procedure.

GIFTS AND DONATIONS

Materials donated to the school library shall be accepted and/or discarded in accordance with the same criteria as applies to purchased materials.

ASSESSMENT AND INVENTORY

Deselection (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 library staff should evaluate the library collection on a continuing basis in order to assure that the collection meets the mission statement and goals of Centralia School District.

In order to effectively evaluate the status of materials, and to ensure the accuracy of the catalog, inventory of the library collection should be carried out on a periodic basis. The results of this inventory should inform and drive future selection and purchasing of materials.

Reasons for deselection may include:

- Poor physical condition
- Material has not circulated for a reasonable amount of time
- Outdated in content, use, or accuracy
- Poor in quality
- Inappropriate in reading level
- Duplicate information which is no longer in heavy demand
- Unattractive format, design, graphics, and illustrations
- Contains information which is inaccessible due to lack of a table of contents, adequate indexing, and/or searching capabilities
- Material not selected in accordance with general selection criteria

RECONSIDERATION OF LIBRARY/MEDIA MATERIALS

When a concern is expressed about library resources, the library staff needs to consider both the citizen's right to express an opinion and the principles of intellectual freedom. Centralia School District library staff support the right of students, parents, or legal guardians to challenge the appropriateness of materials for themselves or their child/ward.

The principles of intellectual freedom are inherent in the First Amendment to the Constitution of the United States and are expressed in the Library Bill of Rights, adopted by the Council of the American Library Association. If instructional materials are questioned, the principles of intellectual freedom should be defended rather than the materials.

The citizen's Request for Reconsideration of Library Resources form (appendix A) is used to notify the Centralia School District administration of an objection to information resources available in the library.

Procedures for reconsideration of library materials:

- Step 1 The library staff should:
- Discuss the complaint with the patron and listen carefully to his or her concerns
 - Explain why the material was selected, and how it's inclusion in the collection was guided by the district collection development policy.
 - Share review source(s) for the material with the complainant.
- Step 2 If this informal process does not resolve the matter, the complainant may submit a formal Request for Reconsideration of Library Resources. This procedure will follow that required in board policy 2021P, with the understanding that the

criteria and rationale for reconsideration of library resources will differ from the criteria and rationale for reconsideration of classroom/curricular instructional materials.

- Step 3 If the questioner wishes to file a formal challenge, a copy of the district Selection of Learning Resources policy and a Request for Reconsideration of Learning Resources form shall be handed or mailed to the party concerned by the library staff or the principal.
- a. The building principal and the Director of Special Programs will be informed whenever a citizen requests a Request for Reconsideration of Library/Media Materials form.
- Step 4 The Request for Reconsideration of Learning Resources form shall be completed and signed by the complainant and filed with the principal or principal's designee.
- Step 5 The Director of Special Programs shall be informed of the formal complaint received.
- Step 6 The request for reconsideration shall be referred to the Instructional Materials Review committee for reevaluation of the resource. The Instructional Materials Review committee:
- a. May choose to consult district support staff and/or community persons with related professional knowledge.
- b. Shall review the challenged resource and judge whether it conforms to the principles of selection outlined in the district's Selection of Learning Resources policy.
- c. Shall apply the principles espoused in the ALA Library Bill of Rights and the Freedom to Read statement (appendix C) in the review of a challenged resource.
- Step 7 The material shall remain in the library collection until the process is completed and a decision made.

RESOLUTION

The Instructional Materials Review Committee shall:

1. Examine the challenged resource
2. Determine professional acceptance by reading critical reviews of the resource and applying the principles of the Library Bill of Rights and the Freedom to Read statement adopted by the American Library Association

3. Weigh values and faults and form opinions based on the material as a whole rather than on passages or sections taken out of context
4. Discuss the challenged resource in the context of the educational program
5. Discuss the challenged item with the individual questioner when appropriate
6. Prepare a written report.

The written report shall be discussed with the individual questioner if requested.

The written report shall be retained by the school principal, with copies forwarded to the Director of Special Programs. A minority report also may be filed.

Written reports, once filed, are confidential and available for examination by the Board of Directors and appropriate officials only.

The decision of the reconsideration committee is binding for the individual school.

Notwithstanding any procedure outlined in this policy, the questioner shall have the right to appeal any decision of the Instructional Materials Review committee to the Board of Directors as the final review panel.

Date: April 1996

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