

## **361.2 LIBRARY MEDIA CENTER MATERIAL SELECTION AND RECONSIDERATION**

Instructional materials are selected by the District to implement, enrich and support the educational program for the student. Materials must serve both the breadth of the curriculum and the needs and interests of individual students. The District is obligated to provide for a wide range of abilities and to respect the diversity of many differing points of view. To this end, principles must be placed above personal opinion and reason above prejudice in the selection of materials of the highest quality and appropriateness.

The 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.

The main objective of the District's selection procedure is to provide students with a wide range of educational materials on all levels of difficulty and in a variety of formats, with diversity of appeal, allowing for the presentation of many different points of view. The objective of the media center is to make available to students and staff a collection of materials that will enrich and support the curriculum and meet the needs of the students and staff served.

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; and
- 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 students with limited English proficiency);
- 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, race, religion, national origin, color, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability. Discrimination complaints shall be processed in accordance with established District procedures.

*Legal References: Sections 115.77; 118.13 & 121.02(1)(h) of Wisconsin Statutes; PI 8.01(2)(h) & PI 9.03(1)(e) of Wisconsin Administrative Code; and the Individuals with Disabilities Education Act, National Instructional Materials Accessibility Standard, and Assistive Technology Act of 1998*

Adopted: April 27, 2005

Approved: January 14, 2015