

SELECTION AND ADOPTION OF LIBRARY MATERIAL

Policy 361.1

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

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;

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- 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.

Selection Tools

The following are resources that may be used in the selection process:

1. Reviews in professional sources such as Booklist, School Library Journal, Horn Book, and Voice of Youth Advocates.
2. Recommendations by experts in children's and young adult literature.
3. National and state awards such as Caldecott, Newberry, Coretta Scott King, Michael Printz, and Golden Archer.
4. Professional selection bibliographies such as The Big Book of Teen Reading Lists and Cooperative Children's Book Center Choices.
5. Collection development tools such as Follett's Title wave and Junior Library Guild.
6. Recommendations by faculty, administration, students, parents, and community members.

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 (see Policy 871, Public Complaints About Learning Materials or Services), carefully considered, and accorded the courtesy of a prompt reply by appropriate school personnel.

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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.

Weeding

Selection is an ongoing process. Materials will be removed when they are in poor physical condition, no longer relevant to the curriculum, receive little use, provide inaccurate and dated information or encourage stereotypes or biases.

Legal References:

Wisconsin Statutes

[Section 115.77](#) [local education agency duties related to students with disabilities]

[Section 118.13](#) [student nondiscrimination]

[Section 121.02\(1\)\(h\)](#) [school district standard; selection of instructional and library media materials]

Wisconsin Administrative Code

[PI 8.01\(2\)\(h\)](#) [school district standard; selection and reconsideration of instructional and library media materials]

[PI 9.03\(1\)\(e\)](#) [requirement to address student nondiscrimination in selection of instructional and library media materials policy]

Federal Laws and Regulations

[Individuals with Disabilities Education Act](#) [programs and services for students with disabilities; includes National Instructional Materials Accessibility Standard and provision of assistive technology devices and services for students with disabilities]

[Assistive Technology Act of 1998](#) [assistive technology devices and services] **Adoption**

Date: March 2022, January 2024