

***I. CRITERIA FOR SELECTION OF
LIBRARY MATERIALS***

Selection of library materials is initiated by the school librarian after evaluating the individual school's needs and considering:

- A. requests of faculty and students
- B. knowledge of the curriculum and educational application
- C. knowledge of the existing collection

Materials for library purchase are considered on the basis of the following criteria:

- A. overall purpose and educational significance
- B. validity, timeliness or permanence, and appropriateness of material
- C. contribution the subject matter makes to the curriculum and the interests of the students
- D. high artistic quality and /or literary style
- E. high degree of potential user appeal including varied interests that reflect religious, ethnic and cultural backgrounds
- F. representation of opposing sides of controversial issues in order to develop critical reading, listening, viewing and thinking
- G. reputation and significance of the author, producer, or publisher
- H. variety of format
- I. value commensurate with cost and /or need

II. DISTRICT PROCEDURES FOR SELECTING AND WEEDING LIBRARY MATERIALS

In selecting library materials for purchase, the school library media specialist evaluates the existing collection and considers recommendations based on review and examination of materials by qualified professional personnel.

The school library media specialist follows criteria expressed in I. (above) and these additional procedures:

- A. gift materials are judged by basic selection standards and are accepted or rejected by these standards; patrons wishing to contribute materials should consult with the library media specialist prior to fundraising efforts for gift materials and/or acquisition of materials intended as gifts
- B. multiple items of outstanding material and media in high demand are purchased as needed
- C. worn or missing standard items are replaced periodically according to the district's established weeding procedures
- D. out-of-date or no longer useful materials are withdrawn from the collection according to the district's established weeding procedures

III. OPPORTUNITY FOR PARENT PREVIEW OF SELECTED MATERIALS

Each library will maintain a printed list of materials at the library counter and on the school library web site that shows what has been selected and slated for acquisition. Each school librarian will offer a "Parent Preview" at the school the day before books are to be placed on the shelves, once in the Fall and once in the Spring. This does not mean all material can have a public preview before being made available to students as some items come in throughout the year to satisfy a curricular requirement. If a parent wishes to see materials not available in the Fall/Spring Parent Review, he/she should work with the school librarian to follow up with purchases made throughout the year.

IV. DISTRICT CHALLENGE PROCEDURES

Definitions

Library Council: The Library Council is a district-level standing committee charged with oversight of district library services (see Appendix A). The Chair of the Library Council is appointed by the Superintendent. When a *Patron's Request for Reconsideration of a Work* form (Appendix B) is submitted, the Library Council Chair works with the Library Council and the Superintendent or his designee to oversee the challenge process including : compliance with District policy, appointment of committees, preparation of packets, adherence to timelines, submission of and distribution of reports, and implementation of committee decisions.

Reconsideration Committee: Reconsideration of selected materials shall be the responsibility of a Reconsideration Committee formed by the principal at the school where the patron filed the request. The Reconsideration Committee is charged with making one of three recommendations: 1. Retention of the material (with or without modifications), 2. Removal of material from this school, or 3. Removal of material at district level.

A Reconsideration Committee is an ad hoc committee appointed by the school principal, in consultation with the Library Council Chair, when a patron has filed a *Request for Consideration of a Work* form after consultation with the Assistant Superintendent for Curriculum and Instruction (see procedures, below). The committee membership is selected primarily from the school, with other representation from outside the school, to participate on behalf of district level decisions. The principal shall ensure that the committee composition reflects the diversity of that school. The principal may appoint an *ex officio* member to help with logistics, scheduling, and reporting. Voting committee members will be as follows:

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For Requests for Reconsideration that originate at the elementary, middle school, and junior high levels, the Reconsideration Committee will have the following members: the school principal, the school library media specialist, one other library media specialist with appropriate subject matter and age level expertise, one teacher with appropriate subject matter and age level expertise from the school, one teacher with appropriate subject matter and age level expertise from another school in the district, one parent of children enrolled in the school and one parent of children of a similar grade level enrolled in another school in the district.

For Requests for Reconsideration that originate at the High School, the Reconsideration Committee will have the following members: the school principal, the school library media specialist, a junior high school library media specialist, one teacher with appropriate subject matter and age level expertise, one junior high teacher, one parent of a child enrolled in the school, one parent of a child enrolled in a junior high in the district, and one student. None of the parents selected shall be employed by the district.

Reconsideration Committee Packet: The packets are prepared for each committee member and contain copies of the following: the patron's completed *Patron's Request for Reconsideration of a Work* form, the *Checklist for Reconsideration Committee (Appendix C)*, the *Reconsideration Committee Report form (Appendix D)*, the material being reconsidered, and reviews of the material from standard professional and scholarly review sources.

School Board Review Packet The packets are prepared for each board member and contain: the patron's appeal of the Reconsideration Committee's decision, an itemized listing of the materials included in the Reconsideration Committee Packet, and the completed *Materials Evaluation Committee Report Form* filed by the Reconsideration Committee. At the School Board President's discretion, the Board may also request the entire Reconsideration Committee Packet which would include a copy of the challenged material.

Procedures

In order for a Request for Reconsideration of a work to be handled effectively, requests may only be accepted beginning the first day of any school year through the last student contact day in March. To assure that all materials will be dealt with fairly, no more than two requests for reconsideration of a work will be accepted from one patron at a time. When a Request for Reconsideration is in process, no other requests concerning the same material filed at any other school will be heard until the request on file is complete. In order to establish a process to allow all materials to be dealt with fairly, these procedures allow no more than a total of 4 books to be under reconsideration within the district at any given time.

If a patron complains about materials within a school library, whoever receives the original complaint shall refer the patron to the School's Library Media Specialist. (See Appendix E: Reconsideration of a Work Process Diagram). District Procedures are as follows:

- A. The Library Media Specialist shall be friendly and courteous and help the patron determine all facts related to the issue, but make no commitments.
- B. The Library Media Specialist shall provide the patron a copy of the Library Materials Selection Policy and Administrative Regulations and offer to review the policy and procedures with the patron. The Library Media Specialist shall also provide a copy of the Frequently Asked Questions About Library Materials Selection.
- C. If the patron is not satisfied, the Library Media Specialist shall direct the patron to the school principal to attempt to satisfy the complaint.
- D. If the patron is not satisfied, the principal shall direct the patron to the Assistant Superintendent for Curriculum and Instruction to try to resolve the issue.

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- E. If the patron is not satisfied, the Assistant Superintendent for Curriculum and Instruction shall provide the patron a copy of the *Patron's Request for Reconsideration of a Work* form. To initiate the process, the patron must complete the form and return it to the Assistant Superintendent for Curriculum and Instruction, the Assistant Superintendent will forward a copy of the request to the school principal and the Library Council Chair. The Library Council Chair will initiate action to monitor the request through the process and inform all staff members concerned.(See Library Council Checklist in Appendix A)
- F. Upon receipt of *The Patron's Request for Reconsideration of a Work* form, the principal shall appoint a Reconsideration Committee within 5 working days. Within that time, the Library Council Chair will notify the patron that the Reconsideration Committee action is forthcoming. The appropriate timeline for Reconsideration Committee deliberations will be determined by the school calendar, the length of time needed to acquire materials, and preparation of the committee information packets.
- G. No material shall be removed from use until the Reconsideration Committee recommendation is final.
- H. From the date the packets are distributed, the Reconsideration Committee will have a total of 20 working days to complete the following tasks(See Appendix C: Checklist for Reconsideration Committee):
- i. Within 10 working days of the receipt of the Reconsideration Committee Packet, the Reconsideration Committee will meet,
 - ii. check general acceptance of the materials by reading reviews,
 - iii. weigh values and faults against each other and form opinions based on the materials as a whole,
 - iv. discuss the material and,
 - v. prepare a report with their recommendation (See Appendix D)

Note: An exception to this 10 day rule will be invoked if the material is over 400 pages. The Reconsideration Committee will set a timetable that is appropriate if that exception must be invoked.

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- I. The school principal will forward the report to the Superintendent and send a copy of the report to the Library Council Chair and school library media specialist; the principal will also file a copy of the report in the school,
- J. Within 5 working days, the Superintendent shall forward the committee's report to the Patron.
- K. A further written appeal to the Board can be made through the Superintendent within 10 working days from the date of the Superintendent's notification to the patron. If not appealed within 10 working days, the findings of the Reconsideration Committee will be implemented.
- L. If a patron files an appeal to the Board within 10 working days from the notification by the Superintendent of the Committee Recommendation, the following steps will be followed:
 - i. The Superintendent will instruct the Library Council Chair to prepare and distribute the School Board Review Packet and bring to the Board, at a regularly scheduled meeting, notification of the patron's appeal.
 - ii. The Board will accept on appeal only those requests for which there is a majority board vote (no fewer than 4 members), Upon notification and acceptance of the appeal, the Board will establish a timeline for the review of the appeal.
 - iii. The Superintendent will notify the patron and the Library Council Chair of the Board's decision.

At this point, the appeals process will be complete. All records concerning this challenge shall be archived by the Library Council Chair. Any material that has been through the process for reconsideration will not be reconsidered again for 5 years.

Library Council Appendix A

The Library Council is a District level standing committee. It meets at least once a month.

Library council members:

- Library Council Chair Appointed by Superintendent
- District Administrator from Central Office appointed by the Superintendent
- Resource Center Director
- Elementary School Library Media Specialist elected by librarians
- Secondary School Library Media Specialist elected by librarians

Length of service:

- Library Council Chair – at the Superintendent’s pleasure
- District Administrator – at the Superintendent’s pleasure
- Resource Center Director – length of employment
- Elementary SLMS – 2 year term, rotating, staggered with SSLMS
- Secondary SLMS – 2 year term, rotating, staggered with ESLMS

Committee Responsibilities:

- 1) Oversight over a *Request for Reconsideration of a Work*
- 2) Set agenda for regular district library in-services
- 3) Plan other professional development activities for librarians
- 4) Oversight of development and implementation of district policies that relate to library services
- 5) Regular monitoring of program activities in each library
- 6) Maintain consistency in library services across the district
- 7) Coordination of external programs coming into libraries
- 8) Oversight over contents of district library website

**Checklist for Library Council
Reconsideration of a Work**

Name of Patron:

Name of Challenged Material:

Date request received:

_____ Determine timeline for challenge

_____ See that Reconsideration Committee is Appointed

_____ Prepare and distribute Reconsideration Committee Packet

_____ Accept Reconsideration Committee report

_____ Determine whether policy and procedures were followed

_____ Archive material and notify all affected parties of report

_____ If policy and procedures were followed, implement findings of Reconsideration Committee

_____ If policy and procedures were not followed, notify Superintendent

_____ Prepare School Board Review Packet

_____ Designate person(s) to attend board meeting to answer any questions that board members may have

_____ Implement the decision of the school board

_____ Notify all affected parties of the decision

_____ Archive all materials and paperwork concerning this challenge

PATRON'S REQUEST FOR RECONSIDERATION OF A WORK
(AT PATRON'S REQUEST, the Assistant Superintendent for Curriculum and Instruction will provide the patron with this form)

Appendix B

Attach extra pages if needed to complete statements

Author, composer, producer, artists, etc: _____

Title: _____

Publisher & copyright date: _____

Request initiated by _____

Telephone _____ Address _____

Patron represents

_____ Self

_____ Group/Organization Name _____

1. Did you read, view, or listen to the entire work? _____

If not, what pages or sections did you review? _____

2. Have you discussed this work with the librarian or teacher who used it? _____

3. What do you understand to be the general purpose for including this work in the library collection or for using it in the classroom?

4. Did the general purpose for the use of this work, as described by the librarian or teacher, seem a suitable one to you? _____

If not, please explain _____

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5. To what in the work do you object? Please be specific and cite exact parts.

6. What reviews have you read about this work? _____

7. Would you like to be provided with copies of reviews? _____

8. What do you feel might be the result of reading, viewing or listening to this work?

9. What would you like for the library/school to do about this work?

_____ Remove material from curriculum

_____ Remove from library

_____ Other (specify): _____

10. Please recommend another work or works that, in your opinion, would convey as or more valuable a picture and perspective of the subject treated.

Title _____ Author _____

Signature of Patron Date

CHECKLIST FOR RECONSIDERATION COMMITTEE

Appendix C

Title:

Author:

Source of material (circle one) Library Classroom Online

A. PURPOSE

1. What is the overall purpose of the material?
2. Is the purpose accomplished? ___ Yes ___ No
3. Comments:

B. AUTHENTICITY

1. Is the information authored or otherwise sourced?
2. What is the reputation and significance of the author and publisher/producer in the field?
3. Is the material up-to-date? ___ Yes ___ No
4. Are translations and retelling faithful to the original? ___ Yes ___ No
5. Are information sources well documented? ___ Yes ___ No
6. Comments

C. APPROPRIATENESS

1. Does the material promote the educational goals and objectives of the curriculum? _____Yes _____No
2. Is it appropriate to the level of instruction intended?
_____ Yes _____No
3. Are the illustrations appropriate to the subject and age levels?
_____Yes _____ No

D. CONTENT

1. Is the content of this material well presented by providing adequate scope, range, depth and continuity? _____Yes _____No
2. Does this material present information not otherwise available?
_____Yes ____No
3. Does this material give a new dimension or direction to its subject?
_____Yes ____No
4. Does the material give a realistic picture of life?
_____Yes ____No ____NA
5. Is factual information presented accurately?
_____Yes ____No ____NA
6. Are concepts presented appropriate to the ability and maturity of the intended audience? _____Yes ____No

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7. Do characters speak in a language true to the geographic location or the time period in which they live? Yes No
8. Is there a preoccupation with sex, violence, cruelty, brutality or aberrant behavior that would make this material inappropriate for the intended audience? Yes No
9. If there is use of offensive language, is it appropriate to the purpose of the text for the intended audience? Yes No
10. If there are graphics or photographic reproductions, are they appropriate to the purpose of the text for the intended audience? Yes No
11. Does the material give a broader understanding of human behavior without stressing the differences of class, race, color, sex, education, religion or philosophy in any unfavorable way? Yes No
12. Is the material well written or produced? Yes No
13. Does the material make a significant contribution to the history of literature or ideas? Yes No

RECONSIDERATION COMMITTEE

REPORT FORM

Appendix D

(Attach extra pages if needed to complete statements)

Physical description of challenged material: (author, title, publisher, copyright, producer, etc.)

Justification for inclusion of material (include theme and purpose)

Critics judgment of material: (if possible include copies of reviews indicating the source)

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Review Committee's decision and comments: (include statement from majority and minority positions)

_____ *Recommend retention of material*

_____ *Recommend removal of material from this school*

_____ *Recommend removal of material at district level*

Date _____

Copies sent to:

Principal _____

Superintendent _____

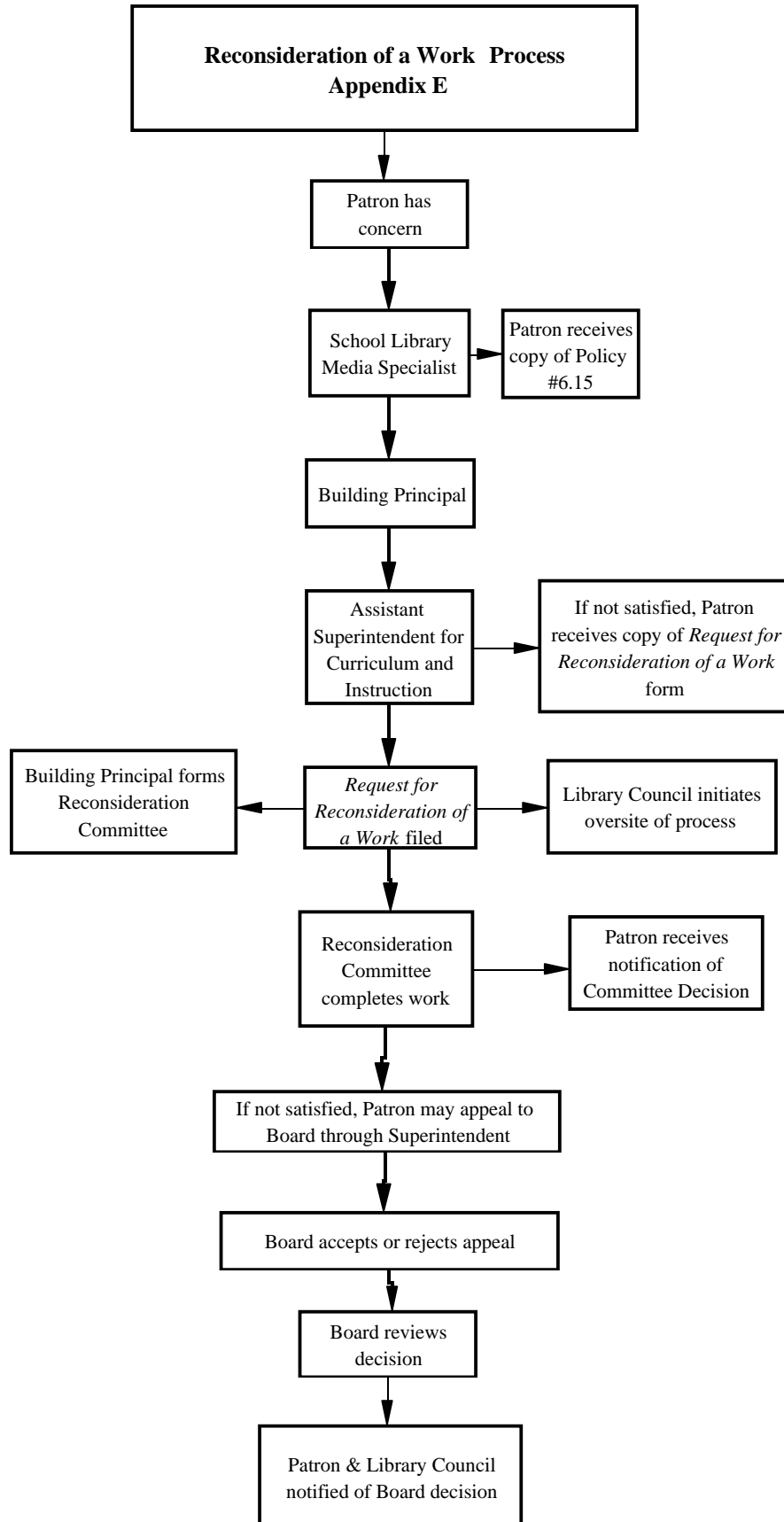
Library Council _____

Patron _____

SLMS _____

Signatures of Committee Members:

ADMINISTRATION REGULATIONS FOR POLICY #6.15



Reconsideration of a Work Process

Appendix E

I. Patron has concern

A. School Library Media Specialist

1. Building Principal

a. Assistant Superintendent for Curriculum and Instruction

(1) *Request for Reconsideration of a Work* filed

(a) Reconsideration Committee completes work

**i) If not satisfied, Patron may appeal to Board
through Superintendent**

(1) Board accepts or rejects appeal

(a) Board reviews decision

**i) Patron & Library Council notified of Board
decision**

**ii) Patron receives notification of Committee
Decision**

(b) Library Council initiates oversight of process

(c) Building Principal forms Reconsideration Committee

**(2) If not satisfied, Patron receives copy of *Request for
Reconsideration of a Work* form**

2. Patron receives copy of Policy #6.15