

## **POLICY 6081 PROCEDURES**

Textbooks will be selected in the manner described in board policy and procedure 6080.

The superintendent has established the following procedures for the selection, adoption, weeding and reconsideration of library materials that are part of the library media collection.

### **Selection of Library Materials**

Suggestions for acquisition of library materials may originate from students and teachers. Those suggestions are considered by the library media specialist who weighs requests, evaluates materials, and selects those that fulfill the needs of the school's instructional program.

Selection of library materials is a continuous process. New materials are continually made available. Selection should be made based on the following criteria. Materials for the library media collection should:

1. Meet the needs of the school, curriculum, and/or individual student by providing for a wide range of materials with appropriate levels of difficulty, variety in appeal, and diversity in viewpoint;
2. Add artistic and literary quality;
3. Provide reliability and breadth of information with particular concern for the current and historical contributions of both sexes and religious, ethnic, political and cultural groups;
4. Provide content that stimulates student growth in conceptual thinking, factual knowledge, and health and fitness;
5. Provide sufficient variety so as to present opposing view of controversial issues in order that young citizens may develop skills of critical analysis and informed decision-making. The district recognizes that under certain conditions biased materials may be appropriate resources in presenting contrasting and differing points of view;
6. When dealing with sex, profanity, and obscenity, meet a stern test of literary merit, be age appropriate, and be the best way to meet a particular learning objective;
7. Be included and approved in a review of professional literature. The library media specialist will consider professional reviewing materials and the judgments of other professionals.

### **Adoption of Library Materials**

A detailed description of the committees involved and the procedures for adoption of all instructional materials including library materials is outlined in Policy 6080. Below is a brief summary of the procedures to be followed.

**STEP 1:** Within one year of selection and purchase of library materials, i.e., annually, the school library media specialist should present a list of cataloged titles to the building Learning Improvement Team (LIT) for review. The LIT is to recommend/not recommend these materials (Form C-4).

**STEP 2:** If the LIT approves the library materials list, the library media specialist (or principal) presents the recommendation to the district Instructional Materials Committee (IMC).

The IMC makes a formal recommendation to grant/deny approval of the library materials (Form C-4).

STEP 3: If approved, the IMC chairperson presents the recommendation to the Superintendent and to the School Board of Directors for approval and adoption. If there are any concerns, or if a member of the Board wishes to personally review specific items, the specific item will be tabled, reviewed, and considered at the next regularly board meeting.

### **Weeding of Library Materials**

Weeding library materials from the library media center collection is a continuous process. Materials become damaged, the information in materials is superceded by new information, or material is no longer being used.

Criteria to be considered when weeding is:

1. Physical condition of the material;
2. Accuracy of the information;
3. Lack of use of the material, unless it is a standard in the field or the only book on a general subject.

Steps to be taken when weeding:

1. The library media specialist will select books to be weeded.
2. Materials that are weeded will be recommended to the school board for surplus and sold at an annual book sale to raise money for library materials. (Policy 3030)

### **Reconsideration of a Book or Instructional Material**

Should an individual wish to question specific material used in the school system, the concern should first be discussed with the teacher or librarian most directly involved with the material and then discussed with the building principal.

If the matter is not satisfactorily resolved, a written formal request for reconsideration or withdrawal of any text, book, or other instructional material may be made by completing a "Request for Reconsideration of a Book or Instructional Material" form (C-6), detailing the reasons, and submitting the form to the building principal. This form is available in the school and administration offices. A request to remove an item from the school or limit its use will be acted upon by the Instructional Materials Committee according to district procedures outlined in Policy 6080.