

## **361.1 RULE PROCEDURES FOR SELECTION AND RECONSIDERATION OF LIBRARY MATERIALS**

### **Library Materials Selection**

Wisconsin Rapids Public Schools complies with the Department of Public Instruction administrative rule for Wisconsin State Statute 121.02 which, in part, states: “(1) Except as provided in s. 118.40(2r)(d), each school board shall: (h) Provide adequate instructional materials, texts, and library services which reflect the cultural diversity and pluralistic nature of American society.”

During the selection process, library media specialists will evaluate the existing collection and assess curricular and recreational needs. Reputable professional selection tools and other appropriate sources will be consulted. In an attempt to build a balanced collection that achieves cultural diversity, library media specialists will use a variety of means to select and evaluate materials including previews, bibliographies, reviews, and checklists. Recommendations for purchase will also be solicited from school personnel and students.

Library materials are all materials self-selected by students or teachers and circulated or accessed from the library media center. The process for including new material formats (e.g. online databases, eBooks, streaming media, games, apps) should be ongoing. Factors to consider in this decision include current demand, trends or growth in demand, and strengths and weaknesses of the format. Accessibility to patrons with special needs should also be considered when purchasing materials. Evaluating new material formats based on these criteria prepares the library to meet patron demands.

### **Criteria for Selection of Materials**

Print, non-print, and digital resources will be evaluated by the following criteria as supported by the American Library Association (ALA) for school libraries. Materials shall:

1. Support and enrich the curriculum and/or students’ personal interests and learning.
  2. Meet high standards in literary, artistic, and aesthetic quality; technical aspects; and physical format.
  3. Be appropriate for the subject area and for the age, emotional development, ability level, learning styles and social, emotional, and intellectual development of the students for whom the materials are selected.
  4. Incorporate accurate and authentic factual content from authoritative sources.
  5. Earn favorable reviews in standard reviewing sources and/or favorable recommendations based on preview and examination of materials by professional personnel.
  6. Exhibit a high degree of potential user appeal and interest.
  7. Represent differing viewpoints on controversial issues.
  8. Provide a global perspective and promote diversity by including materials by authors and illustrators of all cultures.
  9. Include a variety of resources in physical and virtual formats including print and non-print such as electronic and multimedia (including subscription databases and other online products, e-Books, educational games, and other forms of emerging technologies).
  10. Demonstrate physical format, appearance, and durability suitable to their intended use.
  11. Balance cost with need.
- A. Although the Board of Education recognizes that any item may offend some patrons, selection of materials on controversial topics will not be made on the basis of any anticipated approval or disapproval but rather on the merits of the material and its value to the collection and to patrons.
- B. Materials selected on controversial subjects such as religion, political ideologies, and sex and profanity, shall be factually unbiased and broadly representative. Inclusion of profanity, frank treatment of sex, or violence, shall not automatically rule out books or other materials. It will, however, necessitate a thorough examination of the merits of the materials in question.

## **Weeding of Library Materials**

Weeding is discarding materials from a library media center collection in a systematic and deliberate way. It is an ongoing part of collection development, a planned and thoughtful action that will ensure library materials are current and relevant. The library media specialist will make the final decision on the materials to be weeded. Weeded materials will be disposed of in accordance with Board policy.

## **Donations**

Donations may be accepted by all library media centers. Donated materials must meet the same selection criteria as defined in the WRPS Library Materials Selection Policy. The library media specialist reserves the right to accept, reject, or discard donated materials.

## **Resource Sharing**

District library media centers shall participate in the mutual sharing of resources to better meet the needs of patrons.

1. No single library media center can provide for the information needs of all its patrons.
2. Sharing materials within the district does not relieve a library media center of the responsibility for developing its own collection.
3. Requests for materials from other district library media centers will be through the building library media specialists.
4. Teachers may request materials from the public library.

## **Overdue Library Materials**

Patrons are responsible for returning library materials on time and in good condition. When a student has materials overdue, he/she may lose the privilege of checking out more items until the overdue items have been returned. The building library media specialist may grant exceptions to this policy.

Throughout the year, overdue and/or fine notices will be sent to students and parents/guardians.

1. Students will be notified by email message and/or print notices of overdue materials and/or fines.
2. When a student has materials overdue and/or owes a fine, he/she may lose the privilege of checking out more items until those items are returned or the fine has been paid.
3. Parents/guardians will be notified of their student's overdue materials and/or fines at the end of each trimester in grades K-12. Notices will be sent electronically by email and/or Skyward messages in Skyward.

## **Lost and Damaged Materials**

1. Replacement cost will be charged for any materials lost or destroyed. The cost will be determined from the price entered in the catalog record, or the price to replace material if purchased from one of the District's approved vendors.
2. If the item is no longer in print, the charge will be the current average cost of that type of media, e.g. hardcover book, paperback, magazine, video, etc.
3. If lost items are returned within one year from the date of checkout and in good condition, the payment will be refunded.
4. For students in grades K-8, fines for lost and damaged materials will be entered into Skyward Fee Management at the end of the 5<sup>th</sup> grade year as students exit elementary school, and the end of the 8<sup>th</sup> grade year as they exit middle school.
5. For students in grades 9-12, fines for lost and damaged materials will be entered into Skyward Fee Management by the end of each school year.

## Intellectual Freedom

Intellectual freedom is a basic requirement of a democracy and necessary for an informed citizenry. Students are encouraged to explore ideas from many points of view and this belief is reflected in the library materials selection policy. Reading is among our greatest freedoms. Parents/guardians have the right and responsibility to monitor the reading and information accessed by minor children. The Wisconsin Rapids Public Schools will not censor or restrict access to materials within a library media center's collection.

## Reconsideration of Library Materials

Any parent, legal guardian, or citizen may request reconsideration of library materials. Parents have the right to guide the education of their child, but the school district also has the right to protect other children's rights to participate in educational experiences over the objection of an individual or group of citizens in the community. Therefore, challenged material shall not be restricted during the re-evaluation proceedings; however, requests of individual parents and/or guardians for alternative materials for their child will be honored without penalty (361.1-Exhibit 2).

The Wisconsin Rapids Public Schools has approved the following procedure to be used when a complaint opposing the use of a particular library material is received.

- A. The principal, teacher, or library media specialist initially receiving a complaint will arrange to have the library media specialist explain to the complainant the school district's selection policy. If the issue raised by the complainant is satisfactorily resolved through consultation(s), the procedure terminates at this point.
- B. If the complainant still objects to the materials, the principal or library media specialist will give a copy of the *Request for Reconsideration* form to the complainant (361.1 – Exhibit 3) to be completed and returned to the principal within ten (10) school days. The completed form will then be forwarded to the Superintendent.
- C. Upon receipt of the written complaint, the Superintendent shall call within ten (10) school days a review committee consisting of:
  1. the Director of Curriculum, who will act as chair,
  2. the principal from the school in which the complaint originated,
  3. two library media specialists from the school district,
  4. the district elementary library media specialist,
  5. two teachers from the appropriate grade level or subject area, one from the school in which the complaint originated, one from elsewhere in the district,
  6. the student representative on the Wisconsin Rapids School Board,
  7. two citizens of the school district appointed annually by the Superintendent.
- D. The review committee shall:
  1. meet within thirty (30) school days of its appointment to discuss the material,
  2. read and examine the material in its entirety,
  3. assess the worth of the material by reading reviews and by consulting evaluation tools,
  4. weigh values and faults against each other and form opinions based on the material as a whole, not on passages pulled out of context,
  5. reserve the right to use outside expertise if necessary to help in its decision-making process,
  6. meet with the complainant to discuss the challenged material, if the complainant so desires,
  7. vote by secret ballot on the recommendation, with the majority rule,
  8. prepare a written recommendation to be submitted to the Superintendent within one month from date of the review meeting.
- E. After examination of the written recommendation from the review committee, the Superintendent shall notify the complainant of the decision of the review committee.

- F. A complainant who is not satisfied with the decision of the review committee may appeal to the Board of Education within ten (10) school days of the receipt of the Superintendent's report. The Board of Education shall review the recommendation of the committee with the Superintendent and make a final decision. The Board's review may include comments from the complainant and the review committee.
- G. Every *Request for Reconsideration* form will be acted upon. Requests to re-evaluate materials which have previously been before the review committee may not be re-challenged for three calendar years and must receive approval of the majority of the committee members before the material will again be re-evaluated.
- H. If the decision is made to remove materials from one school, such materials shall be removed from similar grade levels in all schools in the district.
- I. A decision to sustain a challenge shall not be interpreted as a judgment of irresponsibility on the part of the professional staff involved in the original selection or use of the material.
- J. The chair of the committee will provide information to the news media.

LEGAL REF: 121.02 Wisconsin Statutes

CROSS REF.: 690 – Disposal of School Property

APPROVED: June 1980

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