

POLICIES FOR SELECTION OF MATERIALS FOR THE LIBRARY

I. Objectives of Selection

The development of the library media center for the Merton Community School District has one overall purpose: that of providing for the effective use of media by the students, the instructional staff and the administration to accomplish the educational goals of the school system. It is the duty of the center to provide a wide range of materials on all levels of difficulty, with diversity of appeal, and the presentation of different points of view.

To this end, the Board of Education of the Merton Community School District asserts that the responsibility of the media program is to:

Provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities, and maturity levels of the pupils served.

Provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards.

Provide a background of information which will enable pupils to make intelligent judgments in their daily life.

Provide materials on opposing sides of controversial issues so that young citizens may develop under guidance the practice of critical analysis of all media.

Provide materials representative of many religious, ethnic, and cultural groups and their contributions to our American heritage.

Place principle above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to assure a comprehensive collection appropriate for the users of the library media center.

II. Responsibility for Selection

The Merton Board of Education delegates the responsibility for selection of media center materials to the certified media center personnel employed by the school district.

Although the media center personnel encourage and coordinate the recommendations for selection of media center materials made by teachers, administrators, and students, the final responsibility for the selection decision will rest with **administration**.

III. Criteria for Selection of Instructional Materials

The Merton Community School District will comply with the Department of Public Instruction administrative rules from Wisconsin State Statutes which in part state: “All students shall be provided access to a current balanced collection of books, basic reference materials, texts, periodicals, and audiovisual materials which depict in an accurate and unbiased way the cultural diversity and pluralistic nature of American society.”

Materials will be evaluated by the following criteria as they apply:

Materials shall:

1. Support and be consistent with the general educational goals of the district.
2. Support and be consistent with the objectives of specific courses.
3. Be relevant to today’s world.
4. Have aesthetic, literary, or social value.
5. Be appropriate for the subject area and for the age, emotional development, ability level, and social development of those for whom the materials are selected.
6. Be created by competent and qualified authors and producers.
7. Be chosen to foster respect for and gain an understanding of the contributions made to our civilization by minority and ethnic groups.
8. Realistically represent our pluralistic society.
9. Provide a stimulus to creativity.
10. Represent differing viewpoints on controversial subjects with the goal of providing a balanced collection.
11. Reflect the needs of all students including those with exceptional education needs.
12. Be cost effective and within budgetary guidelines.

IV. Procedures for Selection

In selecting materials for purchase, the certified media center personnel evaluate the existing collection and consult:

1. Reputable, unbiased, professionally prepared selection aids.
2. Teachers from all departments and/or all grade levels.
3. The administration.

In specific areas the certified media center personnel follow these procedures:

1. Gift materials are judged by basic selection standards, and are accepted or rejected by these standards, and those materials accepted become district property.
2. Multiple items of outstanding and much in demand media are purchased as needed.
3. Worn or missing items are replaced periodically.
4. Out-of-date or no longer useful materials are withdrawn from the collection.

V. The Merton Community School District shall not discriminate in the selection and evaluation of textbooks and supplementary materials on the basis of sex, race, religion, national origin, 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 procedures (see policy 6010:A.B.C.).

VI. Challenged Materials

Occasional objections to a selection may be made by the public in spite of the care taken to select valuable materials for students and teacher use and the qualifications of persons who select the materials.

A parent has the right to judge whether the material is acceptable for his/her child. However, no parent or group of citizens of the community may legally abridge the rights of other parents, teachers or children to have access to information which is part of the educational program.

- A. If an objection to instructional material is made, the following procedures will be used:
 1. Treat all complainants with courtesy and respect.
 2. The complaint must be in writing with objections noted.
 3. The school principal oversees the re-evaluation of the material.
 4. The objection will be carefully considered and accorded the courtesy of a prompt, written reply based upon the instructional goals of the district, upon course objectives, and upon the criteria for selection of library and/or instructional materials. The certified media center personnel and the school principal will be involved in responding to the initial complaint.
 5. If the complainant is not answered to his/her satisfaction, the complaint may be forwarded to a review committee.
 6. Removal or altering of the instructional material in question prior to the meeting of the media committee will be at the discretion of the principal.

- B. The following procedures will be used if the complainant appeals the response to the review committee.
1. A review committee will be appointed by the District Administrator and shall be comprised of 1 parent, a citizen at large, 1 Board member, 2 teachers, and the principal.
 2. The sub committee will:
 - a. Read and examine materials referred to it.
 - b. Check general acceptance of the materials by reading reviews.
 - c. Form opinions based on the material as a whole and not on passages pulled out of context.
 - d. Decide the disposition of the objection in one of the following way: Withdrawn, Retained, Restricted Use, Referred to the Board of Education.
 - e. File a copy of the report with the Board of Education.
 - f. The concerned parties will be notified of the final disposition in writing.
 - g. Advise the complainant of their right to appeal the decision to the Board of Education as appropriate.

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