

## **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.

The school district endorses the American Library Association Library Bill of Rights and the American Association of School Librarians School Library Bill of Rights for School Library Media Programs. All media center materials, both print and nonprint, will be selected in accordance with the philosophies of these two documents.

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 the 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 the certified media center personnel.

### 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. Have a physical format and appearance suitable for their intended use.
12. Be of acceptable technical quality with adequate documentation.
13. Reflect the needs of all students including those with exceptional education needs.
14. Be cost effective and within budgetary guidelines.

### IV. Procedures for Selection

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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. 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. Invite the complainant to file his objections in writing and offer send him a copy of "Request for Re-Evaluation", so that he may submit a formal complaint to the certified media center personnel.
  3. Inform the principal.
  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.
  5. If the complainant is not answered to his/her satisfaction, the complainant and response are forwarded to the Curriculum 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 is not answered to his/her satisfaction.
1. A sub-committee of the Curriculum Committee will be appointed by the President of the Board and shall be comprised of: 2 parents, a citizen at large, 2 Board members, 4 teachers, and the administrator.
  2. The sub committee will:
    - a. Read and examine materials referred to it.
    - b. Check general acceptance of the materials by reading reviews.
    - c. Weigh values and faults against each other and 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 ways: 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.

Adopted: February 18, 1991

Revised: January 18, 1999

