

WAUSAU SCHOOL DISTRICTINSTRUCTION  
ELEMENTARY AND SECONDARY/CURRICULUM  
Library Selection Policy

6215

**Part 1: Selection of Library Materials**Statement of Policy

The policy of the Wausau School District Board of Education is to provide a wide range of library materials at varying levels of difficulty, with diversity of appeal and the presentation of different points of view to meet the needs of students and teachers.

Philosophy

- Teachers, parents, and administrators should recognize the essential reason for the existence of public schools is the students' right to know and to become educated citizens.
- The Wausau School Board subscribes in principle to the statement of policy on library philosophy as expressed in The American Library Association's Library Bill Of Rights.
- Students shall be provided access to a current, balanced collection of books, basic reference materials, electronic resources, periodicals, and audiovisual materials that depict in an accurate and unbiased way the cultural diversity and pluralistic nature of American society.
- The library media program supplements classroom activity and is an integral part of the curriculum, paralleling it at all points and in all departments. The Library Media Center exists primarily for educational purposes. It offers enrichment for the students and resource material for the faculty. Its materials are selected from all forms of media available for interest, vocabulary, maturity, and ability levels of all students within the school served.
- The library media program provides additional materials to attract students to reading, viewing, and listening to foster reading and learning as lifelong activities.
- The library media program provides opportunities for students to develop personal interests and encourage growth in positive social skills and attitudes.
- The library media program helps students to become skillful and discriminating users of libraries and print and non-print materials.

### Objectives of Selection

For the purposes of this statement of policy, the term “library materials” will refer to any material with instructional content or function that is used for formal or informal teaching learning purposes. Examples of library materials may include, but are not limited to, books, periodicals, sound recordings, video recordings, etc.

The primary objective of library materials is to support and enrich the learning environment. It is the duty of the library media specialist to provide students with a wide range of materials at varying levels of difficulty, with diversity of appeal, and the presentation of different points of view.

To this end, the Wausau School District Board of Education affirms that it is the responsibility of its professional library media staff:

- To provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities, learning styles, and maturity levels of the students served;
- To provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and societal standards;
- To provide materials on various sides of controversial issues so that young citizens may have an opportunity to develop, under guidance, the practice of critical analysis and to make informed judgments in their daily lives;
- To provide materials representative of the many religious, ethnic, and cultural groups that contribute to our national heritage and the world community;
- To 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 to the school community.

The Wausau School District does not discriminate in the selection and evaluation of library 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.

### Responsibility for Selection of Library Materials

The Wausau School District Board of Education delegates the responsibility for the selection of library materials to the professional staff employed by the school system and declares that selections made shall be held to have been made by the Wausau School District Board of Education.

While selection of library materials involves many people (administrators, teachers, students, community persons, resource center personnel), the responsibility for coordinating the selection of library materials and making the recommendation for purchase rests with the principal and library media specialist.

#### Criteria for Selection of Library Materials

The following criteria will be used as they apply:

- Library materials shall support and be consistent with the general educational goals of the state and the Wausau School District and the goals and objectives of specific courses.
- Library materials shall be chosen to enrich and support the curriculum and the personal needs of users.
- Library materials shall meet high standards of quality in:
  - Artistic quality and/or literary style
  - Authenticity
  - Educational significance
  - Factual content
  - Physical format
  - Presentation
  - Readability
  - Technical quality
- Library materials shall be appropriate for the subject area and for the age, emotional development, ability level, learning styles, and social development of the students for whom the materials are selected.
- Library materials shall be designed to provide a background of information that will motivate students and staff to examine their own attitudes and behavior; to comprehend their duties, responsibilities, rights, and privileges as participating citizens in our society; and to make informed judgments in their daily lives.
- In order to provide a balanced collection of materials representing a fair and unbiased presentation of controversial materials, the media specialist, *in cooperation with faculty*, should select materials representing as many shades of opinion as possible to ensure that varying viewpoints are available to students.
- Library media materials shall clarify historical and contemporary forces by presenting and analyzing inter-group tension and conflict objectively, placing emphasis on recognizing and understanding social and economic problems.

### Procedures for Selection of Library Material

In selecting library material, library media specialists will evaluate available resources and curriculum needs and will consult reputable, professionally prepared aids to selection, and other appropriate sources. The reading, examination, and checking of standard evaluation aides will assist selection of materials. The following recommended list shall be consulted in the selection of materials but selection is not limited to their listings:

#### Subject area journals

*A.A.A.S. Science Books  
Booklist  
Bulletin of the Center for Children's Books  
Choice  
Cooperative Children's Book Center - Choices  
Horn Book  
LMC-Library Media Center  
School Library Journal  
Voice of Youth Advocates  
Wilson's Core Collections*

Recommendations for purchase involve administrators, teachers, students, District personnel, and community persons as appropriate.

Gift materials shall be judged by the criteria outlined and shall be accepted or rejected by those criteria.

### Procedure for the Withdrawal of Media Center Resources

Selection is an ongoing process and responsibility of the library media specialist, which includes the removal of material no longer deemed appropriate or accurate and the replacement of lost and worn materials that are still of educational value.

Criteria for the withdrawal of resources may include:

- Having inaccurate and outdated information
- Depicting negative role stereotypes
- No longer useful for curricular support or recreational reading
- Not circulated for a number of years
- In poor physical condition

When the decision is made to withdraw a book and the weeding process is over, library records and the material must clearly indicate that the item is removed from the library collection.

## **Part 2: Procedures for Reconsideration of Materials**

### Statement of Policy

Any resident or employee of the Wausau School District may formally request the reconsideration of library materials on the basis of appropriateness.

### Request for Informal Reconsideration

The school receiving a complaint regarding library media materials shall try to resolve the issue informally.

The principal or library media specialist shall explain to the questioner the school's selection procedure, criteria, and qualifications of those selecting the resource.

The principal or the library media specialist shall explain the particular place the questioned material occupies in the education program, its intended educational usefulness, and additional information regarding its use.

A custodial parent or guardian may request information related to a child's library records in accordance with Wisconsin Statute 43.30.

A parent/guardian may request that a material be restricted from his/her child, but that request shall not be deemed a request to remove the material from the library.

If the questioner wishes to file a formal request for reconsideration, a copy of the District's Selection Policy and a Request for Reconsideration of Library Materials form shall be given to the questioner.

### Request for Formal Reconsideration

Each school will keep and make available Request for Reconsideration of Library Materials forms. All formal objections to library media materials must be made on these forms.

The Request for Reconsideration of Library Materials form shall be signed by the questioner and filed with the school's principal and the library media specialist.

All initial complaints shall be presented to the building principal, teacher, or library media specialist. The party receiving the complaint shall notify the following people:

- Building principal
- Building library media specialist
- Central Office administrator with library oversight
- Department chairperson / Team leader (if applicable)
- Teacher (if applicable)

The request for reconsideration shall be referred to a reconsideration committee at the school level for reevaluation of the resource.

Access to the material in question shall not be restricted during the reconsideration process.

The Reconsideration Committee

Upon receipt of a request for formal reconsideration of library material, the *principal* shall:

Appoint a reconsideration committee including the following membership as appropriate:

- One member of the Central Office administration chosen by the Central Office administration;
- One member of the school teaching staff chosen by the school staff;
- One member of the library media center professional staff chosen by the library media center professional staff;
- One member of the school parent organization chosen by the parent organization (Site Council, PTO);
- Two high school students chosen by the student governing body (if deemed applicable by the principal).

The principal shall also:

- Name a convener of the reconsideration committee.
- Arrange for a reconsideration committee meeting within 10 working days after the complaint is received.

The reconsideration committee may choose to consult District support staff and/or community persons with related professional knowledge.

The reconsideration committee shall review the challenged resource and judge whether it conforms to the principles of selection outlined in this policy.

Resolution

The reconsideration committee shall:

- Read the challenged material in its entirety;
- Determine professional acceptance by reading critical reviews of the material;
- Weigh values and faults and form opinions based on the material as a whole rather than on passages or sections taken out of context;
- Discuss the challenged material in the context of the educational program;
- Discuss the challenged material with the individual questioner when appropriate;
- Prepare a written report with the committee's recommendation to retain or remove the material. The major criterion for the final decision is the appropriateness of the material for its intended educational use.
- A minority report may also be filed in the case of dissenting opinions.
- The written reports shall be retained by the school principal with copies forwarded to the Superintendent of Schools.
- The reports of the reconsideration committee shall be communicated to the Board of Education by the Superintendent of Schools.
- The Board of Education will make a final determination on any formal action taken as a result of the reconsideration.
- The original questioner will receive a written response of the Board of Education's decision within five working days.

A decision to sustain a challenge shall not necessarily be interpreted as a judgment of irresponsibility by the professionals involved in the original selection and/or use of the material.

District administration shall notify parents annually regarding applicable portions of this policy.

Adopted: April 14, 1975  
Revised and Adopted: March 14, 1983  
Revised and Adopted: September 14, 1987  
Revised and Adopted: January 13, 1992  
Revised and Adopted: April 19, 1999  
Revised and Adopted: September 13, 2010

## **Appendix A**

### Library Bill of Rights

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Source: American Library Association

**APPENDIX B**

**REQUEST FORM FOR RECONSIDERATION OF LIBRARY MATERIALS**

Initiated by \_\_\_\_\_

Telephone \_\_\_\_\_ Address \_\_\_\_\_

**REPRESENTING**

Self \_\_\_\_\_ Organization or groups \_\_\_\_\_

**LIBRARY MATERIAL QUESTIONED**

**BOOK:**

Author \_\_\_\_\_

Title \_\_\_\_\_

Copyright \_\_\_\_\_

**A/V MATERIAL:**

Kind of Media \_\_\_\_\_ (Film, music, computer file, etc.)

Title \_\_\_\_\_

**OTHER MATERIAL:**

Identify \_\_\_\_\_

In which school library does the material reside: \_\_\_\_\_

Please respond to the following questions. If sufficient space is not provided, please use additional sheet of paper.

1. Have you read or viewed this material in its entirety? Yes \_\_\_\_\_ No \_\_\_\_\_

If not, what sections? \_\_\_\_\_

2. To what do you object? Please cite, specific passages, pages, tracks, etc. \_\_\_\_\_

\_\_\_\_\_

3. What do you believe is the theme, main idea or purpose of the material? \_\_\_\_\_

\_\_\_\_\_

4. In your opinion is there any instructional value or anything positive about the material? Explain

\_\_\_\_\_

\_\_\_\_\_

5. What do you believe might result from the use of this material? \_\_\_\_\_

\_\_\_\_\_

6. What reviews of this material have you read? \_\_\_\_\_

7. For what age group might this be suitable? \_\_\_\_\_

\_\_\_\_\_

8. What action do you recommend that the school take on this material? \_\_\_\_\_

\_\_\_\_\_

9. In its place, what material of equal value would you recommend that would reflect the different elements, groups, and/or political parties of American society? \_\_\_\_\_

\_\_\_\_\_

DATE \_\_\_\_\_ SIGNATURE \_\_\_\_\_

Appendix C

Notice to Parents / Guardians

The purpose of this notice is to inform parents and guardians about components of the school library program as well as provide information about contacting the school in the case of questions or concerns.

School libraries primarily exist to enrich and enhance the curriculum being taught in schools. The materials available in school libraries are selected to provide a balanced perspective on issues so that students may become careful and critical consumers of information and analytical thinking.

In addition to educational purposes, library materials are selected to meet the various interests of students. The library media program also provides materials to attract students to reading, viewing, and listening to foster reading and learning as lifelong activities. The library provides opportunities for students to develop personal interests and encourage growth in positive social skills and attitudes.

The Board of Education recognizes that parents and guardians may have concerns or questions about materials that their child(ren) may choose to read. Board Policy 6215 describes the processes for selecting materials and for working with parents and guardians when concerns or questions arise. The policy is available from the school district's website or can be obtained from your child's school.

If you should have questions or concerns about your child(ren)'s library usage, the first step should be to contact your school's library media specialist.