

### LIBRARY & MEDIA SELECTION, ADOPTION, & RECONSIDERATION

The primary objective of a school's educational media center is to implement, enrich and support the educational programs of our District. It is the duty of the center to provide a wide range of materials in a variety of mediums to include electronic and print. These materials should span all levels of difficulty, with diversity of appeal, and presentation of different points of view.

To this end, the District reaffirms current state and national standards for School Library Media Programs, and asserts that it is the library media collection in its entirety, including online databases, and other online resources that must meet these objectives:

- 21<sup>st</sup> Century skills emphasizing critical thinking, collaboration, creativity and communication.
  - To provide materials that will enrich and support the curriculum, taking into consideration varied interests, abilities, and maturity levels of pupils served.
  - To provide materials that will stimulate 21<sup>st</sup> Century skills in factual knowledge, literary appreciation, aesthetic values, ethical standards, social responsibility, critical thinking, creativity, collaboration, and communication.
  - To provide equitable access to professional, digital and print resources to ensure all students graduate being effective consumers, curators and creators of information using the tools necessary for success in the 21<sup>st</sup> Century.
  - To provide materials on opposing sides of controversial issues within the collection so that young citizens may develop under guidance the practice of critical analysis of all media.
  - To place principle above personal opinion, and reason above prejudice, in selection of materials of highest quality in order to assure a comprehensive collection appropriate for users of the library media center.
  - To provide materials that encourages enjoyment of reading, viewing, and listening; which are appropriate for all levels.
  - To provide materials for school staff and community that represent timely educational and community issues.
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### Selection Principles

The District will be guided by the following principles in the selection of appropriate library and media materials:

- To provide learning material 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 learning material that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, ethical standards, and expose students to a wide variety of experiences;
- To provide learning material representative of the many religions, ethnic, and cultural groups and their contributions to our heritage;
- To place principle above personal opinion and reason above prejudice in the selection of learning materials of the highest quality, in order to assure comprehensive collections appropriate to the school communities.

### Responsibility for Selection of Materials

The responsibility for the selection of instructional materials is delegated to the professionally trained personnel employed by the school system.

Selection of materials involves many people: administrators, teachers, students, and the library media specialist. The responsibility for coordinating the selection of instructional materials and making the recommendation for purchase rests with the professionally trained media personnel.

### Criteria for Selection of Instructional Materials

Needs of the individual school, based on knowledge of the curriculum and of the existing collection are given first consideration.

Materials for purchase are considered on the basis of:

- overall purpose
  - timeliness or permanence
  - importance of the subject matter
  - quality of the writing/production
  - readability and popular appeal
  - authoritativeness
  - reputation of the publisher/producer
  - reputation and significance of the author/artist/composer/producer, etc.
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- format and price
- balanced information on opposing sides of controversial issues so that students may develop the practice of critical analysis

Requests from faculty and students are given consideration.

### Procedures for Selection

In selecting materials for purchase, the library media specialist evaluates the existing collection and consults reputable, unbiased, professionally prepared selection aids and specialists from all departments. Recommendations for purchases may come from teachers, students, administrators, other District personnel, or community members.

Gift materials are judged by basic selection standards, and are accepted or rejected by these same standards. Worn or missing standard items are replaced periodically. Out-of-date or no longer useful materials are withdrawn from the collection.

Selection is an on-going process which includes the removal of materials no longer appropriate, and the replacement of lost or worn materials still of educational value.

The District shall provide instructional materials, texts and library services which depict in an accurate and unbiased way the cultural diversity and pluralistic nature of American Society. The School District shall not discriminate in the selection and evaluation of instructional and library materials on the basis of any protected category under Wisconsin or Federal statutes.

### Challenged Materials

Occasional objections to a selection will be made by the public, despite the care taken to select valuable materials for student and teacher use and the qualification of persons who select the materials. The principles of the freedom to read and the professional responsibility of the staff must be defended, rather than the materials.

### Complaint Procedure

1. Upon receipt of any complaint about library of media materials, the media specialist will be courteous and explain the reason(s) the material was selected. No commitments regarding the challenged material should be made at this time.
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2. If the complainant is not satisfied at this point, he/she should file a written complaint, using the form entitled "*Citizen's Request for Reconsideration of Media Material*", found as an appendix to this policy. The complaint form should be submitted to the building principal, who will forward a copy to the media specialist and Superintendent of Schools.
3. Upon receipt of a written complaint, and at the discretion of the principal, the challenged material may be temporarily withdrawn from the collection, pending the decision of a review committee.
4. A building-level committee will be convened to review the complaint. The committee will be comprised of the building principal (chairperson), the building media specialist, a teacher, and the District's Curriculum Coordinator. A student representative may be included at the principal's discretion.
5. The building-level committee will:
  - a. read, listen to, or view the material in its entirety
  - b. check general acceptance of the materials by reading reviews
  - c. evaluate the material in reference to concerns expressed on the *Citizen Request for Reconsideration* form, and in reference to the school curriculum
  - d. weigh values and faults of the challenged material, and form opinions based on the material as a whole, and not on passages pulled out of context
  - e. interview the complainant
  - f. meet to discuss the material; determine the appropriateness of the material for the building's collection (each member having an equal vote in all decisions)
  - g. complete a report on the committee's decision, filing copies with both the Principal and Superintendent
6. The media specialist and building principal will meet with the complainant to review the committee's decision.
7. If the complainant is dissatisfied with the decision, he/she may appeal to the Superintendent of Schools. The Superintendent will review the committee's report, and may meet to discuss it with the complainant and committee if he/she deems it necessary. The Superintendent will inform the complainant and committee of his/her decision.
8. If the complainant wishes to appeal the Superintendent's decision, the Superintendent will submit the committee's report and the original complaint form, and his recommendation for action, to the School Board. The Board may meet to discuss it with the complainant and committee if they deem it necessary. The School Board's decision on the matter will be final.

LEGAL REF: WI. ST. 120.13 (5), 121.02 (1) (h)

Adopted: \_\_\_\_\_

Last Revision: \_\_\_\_\_ February 27, 2017

Last Review: \_\_\_\_\_ February 27, 2017

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**CITIZEN'S REQUEST FOR RECONSIDERATION OF A BOOK OR MATERIAL**  
**School District of Brodhead**

Title\_\_\_\_\_

Author(s)\_\_\_\_\_ Type of Media \_\_\_\_\_

Publisher (if known)\_\_\_\_\_ Copyright Date\_\_\_\_\_

Request initiated by\_\_\_\_\_

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

City\_\_\_\_\_ State\_\_\_\_\_ Zip\_\_\_\_\_

Complainant represents:

- \_\_\_\_\_ himself/herself
- \_\_\_\_\_ organization (Name:\_\_\_\_\_)
- \_\_\_\_\_ other (identify:\_\_\_\_\_)

*Please answer the following questions related to the book/material you are challenging. Attach additional sheets as necessary.*

1. To what in the book do you object? (Please be specific; cite pages and passages.)
  
2. What do you feel might be the result of reading this book?
  
3. For what age group would you recommend this book?
  
4. Are there any redeeming features or qualities about this book?
  
5. Did you read, or have you seen or heard this material in its entirety?  
If not, what parts?

6. Are you aware of the judgment of this book by literary critics? If so, what reviews did you read? Can you supply a copy, or identify the source?
7. What do you believe is the theme of this book?
8. What would you like your school to do about this book?
  - \_\_\_\_ do not assign it to my child
  - \_\_\_\_ place it on reserve in the libraries to control access to the material
  - \_\_\_\_ withdraw it from all students as well as from my child
  - \_\_\_\_ other action (please explain)
9. Do you have a child in this school? If so, what grade?
10. How did you acquire this material or become aware of it?
11. Is this item part of a series or set? If so, did you examine the other items in the series or set?
12. Could you suggest other materials of equal literary quality that would provide an equally valuable perspective on the subject?
13. Would you be willing to appear before the building-level review committee?
14. Any other comments you wish to share?

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Signature of Complainant

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Date