

LIBRARY MEDIA CENTER MATERIAL SELECTION AND RECONSIDERATION

Policy 361.2

Waunakee Community School District

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The primary purpose of the District's library media program is to enrich and support the educational program of the District and student learning. In our free society, individuals must be sufficiently knowledgeable to make informed decisions. Libraries provide their users with necessary information through a wide selection of materials from varying points of view. It is essential that library resources remain free to use for all.

The School Board delegates the review and selection of library media center (LMC) materials and resources to the District's library media staff. The District also welcomes purchase and acquisition suggestions from school staff, parents, students, and others. Within Board-approved budgetary allocations of the district's annual Common School Fund distribution from the state of Wisconsin for acquisitions and subscriptions, and other funds as available, specific acquisitions/subscriptions may be submitted as purchases using the established District purchasing procedures for items that meet the selection criteria listed below.

Offers to donate LMTC materials (not including donated equipment that includes no content elements) shall go through the selection and approval process prior to acceptance. Administrative procedures shall be established to further guide staff in the selection and management of LMTC materials in accordance with this policy.

LMTC materials and resources of varying types and formats shall be selected and maintained primarily to help students:

- pursue the District's curriculum, academic standards and educational goals
- engage in self-directed learning
- obtain needed information
- become more informed and responsible members of the community
- understand and appreciate the cultural diversity and pluralistic nature of society in the United States and around the globe
- develop their creative capacities
- use discretionary time constructively and enjoyably

When selecting LMTC materials to serve one or more of the goals identified above, consideration shall be given to a variety of factors, including but not limited to the following:

- enrich and support the curriculum, taking into consideration classroom and course needs and the varied interests, abilities, and maturity levels of the students served with the input of instructional staff;
- stimulate growth in factual knowledge, literary appreciation, and ethical standards;
- enable students to make intelligent judgments in their daily life;
- include opposing sides of controversial issues so that young citizens may develop under guidance the practice of critical analysis of all media;
- represent the diverse backgrounds present in our community and also in the global society that students will encounter beyond our community;

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- budgetary and facilities considerations;
- an item's relationship to the existing collection, including especially the need for added materials in particular subject areas or within particular categories of literature, or the need to replace a resource that was damaged, destroyed, lost or stolen;
- the extent to which an item is judged to be of contemporary significance and/or of likely lasting value within the District's collection;
- an evaluation of the item in relation to the intended audience for the item;
- the accessibility of the materials to individuals requiring special formats (e.g., certain students with disabilities and English language learners);
- the extent to which an item is judged to meet present and anticipated user needs and interests;
- an evaluation of the item/material, especially reference materials and non-fiction works, for improper bias, misinformation, or stereotyping;
- the availability of the material or substantially similar material through other in-District sources, through area libraries, through interlibrary loan, or through other reasonably accessible sources, including electronic sources.

The Board recognizes that occasional objections to LMTC materials may occur despite the quality of the selection process. When parents or guardians or other individuals have concerns about particular LMC materials, these concerns shall be brought forward in accordance with established administrative procedures, carefully considered, and accorded the courtesy of a prompt reply by appropriate school personnel. Libraries serve the school community as a whole and no parent has the right to determine the reading material for students other than their own.

The District shall not unlawfully discriminate in the selection and evaluation of library media materials or resources on the basis of sex, sexual orientation, race, color, national origin, ancestry, religion, creed, pregnancy, marital or parental status, any physical, mental, emotional or learning disability, or any other legally-protected status or classification. Discrimination complaints shall be processed in accordance with established District procedures.

Legal References:

Wisconsin Statutes

- [Section 115.77](#) [local education agency duties related to students with disabilities]
[Section 118.13](#) [student nondiscrimination]
[Section 121.02\(1\)\(h\)](#) [school district standard; selection of instructional and library media materials]

Wisconsin Administrative Code

- [PI 8.01\(2\)\(h\)](#) [school district standard; selection and reconsideration of instructional and library media materials]
[PI 9.03\(1\)\(e\)](#) [requirement to address student nondiscrimination in selection of instructional and

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Federal Laws and Regulations

[Individuals with Disabilities Education Act](#) [programs and services for students with disabilities;
includes National Instructional Materials Accessibility Standard and provision of assistive
technology devices and services for students with disabilities]

[Assistive Technology Act of 1998](#) [assistive technology devices and services]

Cross References:

110, Educational Mission Statement
310, Instructional Goals
353, Special Interest Materials
361.1 Selection of Textbooks and Other Classroom Instructional Materials and Resources
361.2-Rule, Criteria for Selection of Instructional Materials
362.1, Use of Rated Films and A-V Materials
364, IMC Access
381, Teaching About Controversial Issues
411-Rule (1), Student Discrimination/Harassment Complaint Procedures
741, Maintenance and Control of Instructional Materials
WASB PRG 361.2 Sample Policy 1

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