

PROCEDURES FOR THE SELECTION, MANAGEMENT AND RECONSIDERATION OF LIBRARY MEDIA TECHNOLOGY CENTER MATERIALS

361.2-RULE

Waunakee Community School District

Page 1 of 8

A. Selection of Library Media Technology Center Materials

No single standard can be applied to all library media technology center (LMTC) materials selection and acquisition decisions. As guidelines for such decisions:

1. The District staff members who are involved in a specific review and selection decision will refer to and consider the selection criteria and factors expressly identified in Board policy.
2. A recommendation to acquire a particular LMTC item or resource shall be supported by at least one of the following:
 - a. as a preferred benchmark, a direct and substantive review of the item/resource by a member of the District's LMTC or instructional staff;
 - b. a recommendation or review found in a professional journal or in a reputable education-industry publication; or
 - c. a recommendation or review from another reputable source that is reflective of the concerns and interests of a public school library.
3. It is the District's goal, and in some situations it is the District's legal obligation, to make LMTC acquisition and service decisions that will enable students with special needs to obtain the educational opportunities and benefits of the LMTC in a manner that is as timely, effective, and integrated as it is for other District students and patrons who utilize the school LMTC. Accordingly, when selecting LMTC materials and resources for use in the schools, including digital materials, consideration shall be given to the accessibility of the materials or resources for students with disabilities and other students who may require special formats (e.g., English language learners). Every effort, including consideration of state and national resource centers, will be made to acquire a variety of materials that provide access for all students. Accessibility considerations are likely to be particularly relevant when the District is purchasing multiple copies of an item or resource, in connection with the selection/acquisition of digital resources, when multiple comparable resources are under consideration, or when multiple formats of the same resource are available.
4. Library media specialists and other District personnel involved in evaluating and selecting LMC resources shall consult with the Director of Technology **and** obtain an administrator's approval prior to selecting, recommending the purchase of, or purposefully making available to staff or students any computer-based media or other digital resource (including any Internet-based application) that requires one or more of the following:

PROCEDURES FOR THE SELECTION, MANAGEMENT AND RECONSIDERATION OF LIBRARY MEDIA TECHNOLOGY CENTER MATERIALS

361.2-RULE

Waunakee Community School District

Page 2 of 8

- a. Active acceptance by an agent of the District or by student users of specific licensing terms, contractual terms of service, or a subscription agreement (including via a “click-through” agreement).
- b. The installation of any new software or plug-in application on a District network or on District devices.
- c. The creation/use of individual student accounts or logins for the resource.
- d. The submission of any personally-identifiable information of any student(s) (e.g., for purposes of assessment or tracking individual progress).

B. Renewal/Nonrenewal of Subscription-Based Materials and Services

The decision to continue or terminate a subscription-based item or service upon its renewal date should generally be viewed as a standard selection and acquisition decision relative to all other acquisition priorities, subject to the following:

1. The District employee(s) responsible for making a recommendation or decision regarding the discretionary renewal of a library/media subscription:
 - a. May rely on a previous evaluation of the item/service to support a renewal recommendation/decision.
 - b. Shall additionally evaluate and consider (1) the extent to which the item or service is in active instructional use, and (2) any instructional consequences of allowing the subscription to expire.
 - c. Shall follow standard District procurement procedures to process a renewal.
2. If a decision is made to allow a subscription to expire and the decision affects only one school, then notice of the decision shall be given, at a minimum, to the relevant school principal. If desired, the principal may initiate a further review of the decision.
3. If a recommendation is formulated to allow a subscription to expire and the resource has been available on a District-wide basis or the recommendation would affect multiple schools, then notice of the recommendation shall be given, at a minimum, to the Director of Technology, the level Director(s) of Curriculum and Instruction, and to the principals of the affected schools. The Director of Technology and the level Director(s) of Curriculum and Instruction are authorized to make the decision to approve, reject, or modify the recommendation.

C. Gifts of Library Media Materials

PROCEDURES FOR THE SELECTION, MANAGEMENT AND RECONSIDERATION OF LIBRARY MEDIA TECHNOLOGY CENTER MATERIALS

361.2-RULE

Waunakee Community School District

Page 3 of 8

The District welcomes gifts of LMC materials/resources and any monetary donations that are intended to benefit the school LMCs, with the understanding that they are subject to the District's general public gifts to the school's policy and that donated materials/resources will be evaluated using the same review and selection criteria (aside from budgetary considerations) that are applied to purchased materials. If the gifts do not meet these criteria and the items are not recommended for acquisition, the District generally reserves the right to reject the gift or, if impractical to return the gift to the donor, to dispose of the gifted materials in a manner consistent with established procedures.

D. Relocation of Library Media Technology Center Materials

Relocation means changing the LMTC in which a District LMTC item or resource is maintained, or converting a LMTC item/resource into a classroom or program resource (or vice versa) within the District. Provided that the decision is appropriately reflected in inventory records, the library media specialist for the building in which a resource is presently located may approve the relocation of a District LMTC resource based on a determination that the proposed new location for the resource would be an appropriate and at least equally effective use of the resource.

E. Reconsideration of Library Media Technology Center Materials

Reconsideration is a process for reevaluating an acquisition, access/use, or placement decision of a LMTC item or resource in response to a written complaint. Prior to filing a written complaint, a concerned person is encouraged to discuss and attempt to resolve their concerns with the relevant school principal and the library media specialist.

District personnel who evaluate materials during the reconsideration process shall, at a minimum, assess the materials and the basis for the complaint relative to any applicable content-focused criteria that the District would apply to the selection of the specific challenged materials. The overriding question the reconsideration process is intended to answer is whether retaining the challenged item/resource as part of the District's LMTC materials (either with or without changes to location, access, or other usage) continues to be lawful, reasonable, and sufficiently consistent with the District's curricular standards and instructional and programmatic goals.

The reconsideration process established in these procedures is intended to normally be concluded within 90 days of receipt of a written complaint, with each main decision-making stage of the process (the initial administrative determination, the Materials Review Committee process, and any final appeal) normally occurring within 30 days. The District shall communicate with the complainant regarding any material delays and the reason(s) for any such delay.

PROCEDURES FOR THE SELECTION, MANAGEMENT AND RECONSIDERATION OF LIBRARY MEDIA TECHNOLOGY CENTER MATERIALS

361.2-RULE

Waunakee Community School District

Page 4 of 8

1. Submitting a Written Complaint.

- a. A complaint may be filed by the parent/guardian of a student, a student, a District employee, or a District resident. Other persons seeking to file a complaint must demonstrate that they have a sufficient connection to the District to qualify as an aggrieved person, and the District reserves discretion to decline to process and dismiss the complaint of a person who the District determines lacks such a connection.
- b. The written complaint must (1) identify the complainant, the specific resource being challenged, and the basis for the challenge, and (2) request removal of the item or some other school-wide or District-wide relief other than an individualized accommodation or modification. (See below regarding separate processing of any such individualized requests.)
- c. A written complaint seeking reconsideration of LMTC materials shall be submitted to one or more of the following:
 - i. The principal of the school at which the challenged materials are located or being used.
 - ii. The Director of Curriculum and Instruction for that level.
 - iii. The Director of Student Services when a complainant intends to allege that materials may constitute a form of unlawful discrimination (including unlawful harassment) based on a legally-protected status (such as race, national origin, sex, disability, religion, etc.).
 - iv. *[Insert any other applicable position(s)].*

2. Initial Processing of a Complaint.

- a. The District official who initially receives a written complaint shall promptly:
 - i. Provide the complainant with documented acknowledgement that the complaint has been received. An electronic mail message is sufficient.
 - ii. Notify, at a minimum, the District Administrator and all individuals identified in E.1.c of this policy that a formal LMC reconsideration complaint has been filed.
- b. If a written complaint requests an individualized accommodation or modification for one or more specific students, that aspect of the complaint shall be processed separately (i.e., outside of these procedures) as a request for a program or curriculum modification or other type of accommodation under applicable District policies.

PROCEDURES FOR THE SELECTION, MANAGEMENT AND RECONSIDERATION OF LIBRARY MEDIA TECHNOLOGY CENTER MATERIALS

361.2-RULE

Waunakee Community School District

Page 5 of 8

- c. The use/circulation of LMC materials will not be restricted during the reconsideration. However, a program or curriculum modification or other accommodation may be approved for one or more individual students separate from the reconsideration decision.
 - d. If required or permitted by law due to the specific basis of a particular complaint (e.g., for a complaint that alleges unlawful sex discrimination under Title IX), the District may redirect a complaint seeking reconsideration of LMTC materials to a different District process for resolution.
 - e. Duplicative or otherwise redundant requests to reconsider the same resource or to reconsider a different resource with substantially similar content for substantially similar reasons may be restricted. In the event that the District concludes that a reconsideration request is redundant to a previous request in which a relevant resource was thoroughly reviewed and evaluated, the District will inform the complainant that the District is choosing to rely on the previous evaluation and that the complainant may immediately appeal the decision under the final intra-District appeal step, as identified below.
3. Materials Review Committee.
- a. Upon receipt and initial processing of the complaint a Materials Review Committee will be convened. The Committee will normally be comprised of the following:
 - i. The Director of Curriculum and Instruction for that level, or both if the material is present in LMTC's at both levels.
 - ii. a Library Media Specialist from a different school
 - iii. two educators from the school with the complaint.
 - iv. a principal from the school.
 - v. a school district resident
 - vi. a student representative (if high school)
 - vii. a parent of a student attending the school using the challenged material
 - b. However, the membership of the Committee is subject to the following:
 - i. The District Administrator will select members based on the above criteria.

PROCEDURES FOR THE SELECTION, MANAGEMENT AND RECONSIDERATION OF LIBRARY MEDIA TECHNOLOGY CENTER MATERIALS

361.2-RULE

Waunakee Community School District

Page 6 of 8

- ii. The District Administrator may include additional personnel as he/she deems appropriate (e.g., including a technology director/coordinator in connection with the review of an electronic resource).
 - iii. The District Administrator shall designate one person as the chairperson and presiding officer of the Committee.
 - c. As scheduled by the chairperson, the meeting(s) of the Materials Review Committee will be conducted in compliance with the Open Meetings Law, including ensuring appropriate public notice of the committee's meetings. Minutes will be kept of the Committee's proceedings.
 - d. The members of the Committee shall assess the challenged materials and the basis for the complaint and formulate and provide a recommendation regarding the resolution of the complaint. Committee members must read the entire work before voting.
 - e. The committee will make its decision determined by the simple majority to retain, move the resources to a different level, or remove the resource. This will be a secret ballot vote.
 - f. The complainant will be given an opportunity to present a brief statement in support of the complaint to the Committee, which statement may be made in person at a meeting of the Committee or submitted in writing.
 - g. The chairperson of the Committee or his/her designee shall communicate the recommendation and any supporting rationale that was approved by the Committee (which may include identification of any dissenting position) to the District Administrator and to the complainant.
 - h. If the resolution at this stage includes the permanent removal of a resource from the District, the District Administrator shall notify the Board of the removal decision.
4. Final Intra-District Appeal.
- a. If the complainant is dissatisfied with the decision reached at the previous step, then within 14 calendar days of the date the District sends notice of the decision to the complainant, the complainant may submit a written request to the Office of the District Administrator for a final review of the decision by the Board of Education. The request shall identify the reasons the complainant disagrees with the decision.
 - b. Upon an appeal, the School Board shall review the Committee's decision and other information relevant to the complaint and the appeal at a Board meeting. The Board may decide the appeal with or without requesting additional information and with or

PROCEDURES FOR THE SELECTION, MANAGEMENT AND RECONSIDERATION OF LIBRARY MEDIA TECHNOLOGY CENTER MATERIALS

361.2-RULE

Waunakee Community School District

Page 7 of 8

without requesting/permitting appearances by the complainant or by District personnel. The Board's decision is the final District decision.

- c. The District Administrator shall ensure that the complainant and relevant District personnel are notified of the final District decision. To the extent the complaint had alleged that the challenged LMTC materials violate the state student nondiscrimination laws, this reconsideration process may serve as the applicable District complaint procedure, and the notice of the final District decision shall also inform the complainant of the right to appeal an adverse determination of the complaint to the State Superintendent within 30 days and of the Chapter PI 1 procedures for making the appeal.

F. Removal of Library Media Center Materials from the Collection (Weeding)

The following may be removed in connection with routine maintenance of the District's LMTC collections under the direction and supervision of school library media specialist:

- Materials that are excessively worn/damaged;
- Materials that are obsolete (such as any outdated or superseded editions);
- Materials that are unnecessarily duplicative of other resources (such as excess copies of a book no longer in significant demand);
- Materials that are unused for lengthy periods of time and that have minimal current educational value; and
- Materials that are negatively affecting either the usability of the LMTC or the efficiency of LMTC operations.

To the extent space availability is an issue within any facility, items may be removed giving priority to items that would be subject to removal through routine maintenance of the District's collections and, if space remains constrained, to any items identified through a District-initiated evaluation process under the direction of the Director of Curriculum and Instruction for that level.

Decisions to remove or relocate LMTC materials are to be based on the District's policies, standards, and instructional/program goals. District personnel shall **not** remove/relocate or recommend the removal or relocation of any LMTC resource based upon their personal disagreement with or personal objection to the ideas, opinions, or perspectives presented in the resource or due to any preferences of non-District persons or groups.

PROCEDURES FOR THE SELECTION, MANAGEMENT AND RECONSIDERATION OF LIBRARY MEDIA TECHNOLOGY CENTER MATERIALS

361.2-RULE

Waunakee Community School District

Page 8 of 8

To alleviate concerns that removal decisions could reflect a form of censorship:

1. Prior to the final removal and disposal of LMTC resources and materials under this section of these procedures, the library media staff making such evaluations shall provide a list of items that have been identified for removal that briefly identifies each item and the basis for the decision to another library media specialist in the district for consideration and feedback.
2. Items in usable condition that are removed from a LMTC (and not relocated) should be donated to charitable organization in an effort to preserve public access to the materials to the extent such a procedure is otherwise consistent with established District procedures for disposal of property that will no longer be used by the District for school purposes.

Cross References:

WASB PRG 361.2 Sample Policy 1

Adoption Date: 11/8/82

Revised: March 1994
November 2003
April 2023