

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

361.2-RULE

Twin Lakes School Dist. #4

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A. Selection of Library Media Center Materials

No single standard can be applied to all library media center (LMC) materials selection and acquisition decisions. As an aid to 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. The building administration and library media specialists shall oversee the maintenance of one or more lists that reflect the District's current acquisition priorities.
3. A recommendation to acquire a particular LMC 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 LMC 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.
4. It is the District's goal, and in some situations it is the District's legal obligation, to make LMC acquisition and service decisions that will enable students with special needs to obtain the educational opportunities and benefits of the LMC in a manner that is as timely, effective, and integrated as it is for other District students and patrons who utilize the school LMC. Accordingly, when selecting LMC 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., students with limited English proficiency), including a determination as to the whether a particular item or resource is subject to the National Instructional Materials Accessibility Standard (NIMAS) and/or whether the item or resource is readily available in alternative formats through sources such as Wisconsin Accessible Media Productions or Bookshare. 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.

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B. Renewal 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, except that the building principal must approve the termination of a subscription affecting only one school, and the District Administrator or his/her designee must approve a subscription termination decision that affects multiple schools or buildings.

C. Gifts of Library Media Materials

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 schools 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 Center Materials

Relocation means changing the LMC in which a District LMC item or resource is maintained, or converting a LMC 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 LMC 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 Center Materials

Reconsideration is a process for reevaluating an acquisition, access, or placement decision of a LMC item or resource.

1. Challenges regarding specific LMC materials or resources will be reviewed upon written request. Such requests will be referred to the Library Media Specialist. The Library Media Specialist will review the LMC item or resource in question and present a recommendation to the District Administration. The District Administration will make an initial determination on the challenge, and inform the person who challenged the material of the determination.

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2. Should the complainant be dissatisfied with the District Administrations initial determination, the complaint will go to a Material Review Committee, consisting of: Library Media Specialist, Library Coordinator, Director Of Curriculum and Instruction and PLC members. This committee will make a recommendation to the building principal, who will review the recommendation and communicate his/her decision upon reconsideration to the District Administrator and the complainant.
3. Should the complainant be dissatisfied with the decision of the Master Review Committee, the complaint will be referred to the District Administrator. Decisions of the District Administrator shall be final.

Unless and until the District representative who is charged under these procedures with reviewing and responding to challenges to LMC materials determines that a challenge to an item or resource will be upheld in whole or in part, the LMC material or resource in question will not be removed or modified during the complaint and appeal process.

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 seek a final review of the decision by the District Administrator.

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 LMC collections under the direction and supervision of the building principal or a District 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;
- Materials that are negatively affecting either the usability of the LMC or the efficiency of LMC operations.

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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 reconsideration process.

An item that is reconsidered may also be removed (or relocated) if it is determined that the item is inappropriate for the school setting at which it is presently located.

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

1. Prior to the disposal of LMC resources and materials under this section of these procedures, the library media staff making such decisions shall, upon request, provide a list of items that have been identified for disposal to the District Administration, who may review and approve the removal of the items on the list.
2. Items in usable condition that are removed from a LMC (and not relocated) should be donated to an area public library 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:

Replaces Policy #IJK

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