

## Library Media Centers

Textbooks will be selected in the manner described in policy and procedure 2020 and 2020P. Materials to be included in a library / media center shall be selected as outlined.

### A. Library Collection Development

This procedure guides teacher-librarians and informs the community about the process for selecting, acquiring, evaluating and maintaining library materials. The objective of each school library media program is to implement, support and enrich the educational program of the district. To best meet the unique needs of each school, the district will strive to create a library collection based upon an assessment of student and staff needs. This will be accomplished by:

1. Providing resource materials, both curricular and personal for students and Faculty;
2. Providing materials that meet the interest, vocabulary, maturity and ability levels of all students;
3. Fostering reading as a lifelong activity through pleasurable exposure to printed and digital materials; and
4. Including materials in the collection because of their academic, literary and/or artistic value and merit.

### B. Library Materials and Electronic Resources

Library materials or digital services are those items accessible through the library media center program, which provide support for an area of the curriculum, information for independent study, or resources for enrichment and recreational interest. Electronic resources include access to electronic documents, databases and websites.

### C. Suggestions for Acquisition:

Suggestions for acquisition or electronic resources may originate from students, parents, community members and teachers. Library / media staff will weigh requests, evaluate materials and select those, which fulfill the needs of the instructional program. Teacher-Librarians in each school determine final selections.

### D. Selection

1. The teacher-librarian may use professional reviewing materials, and the judgment of teachers, principals, and teacher-librarian peer to aid in the selection process. Professional reviewing materials include:
  - a. Current reviews – Library Journal, School Library Journal, Booklist, Hornbook, English Journal, Choice, and other professional and commercial periodicals that review materials objectively.
  - b. Book Collection series, Bowker's Best Books for Children, AAAS.
  - c. Science Book List for Young Adults; materials suggested by the National Councils of Teachers of English and Social Studies; and other professional publications which evaluate material.
2. All items selected for placement in the school library will meet one or more of the following criteria:
  - a. Support and be consistent with the general educational goals of the State of Washington and Stanwood-Camano School District and the aims and objectives of individual schools and specific courses.
  - b. Support and be consistent with school library media and information literacy standards established by the American Association of School Librarians as well as content area standards established by the Office of the Superintendent of Public Instruction of the State of Washington.
  - c. Meet high standards of quality in factual content and presentation.
  - d. Contain appropriate subject matter for the age, emotional development, ability level, learning styles, and social development of the students for whom they are selected.
  - e. Serve the intended purpose, in both physical format and appearance for library materials.
  - f. Help students gain an awareness of our pluralistic society.
  - g. Motivate students and staff to examine their own duties, responsibilities, rights, and privileges as participating citizens in our society, and to make informed judgments in their daily lives.
  - h. Withstand scrutiny based on their strengths rather than rejected for their weakness.
  - i. Clarify historical and contemporary forces by presenting and analyzing intergroup tension and conflict objectively, placing emphasis on recognizing and understanding social and economic problems.

#### **E. Gifts/Donations**

Materials donated to the school library will be accepted or declined in accordance with the criteria applied to the purchase of materials.

#### **F. Collection Assessment**

De-selection (weeding) of outdated and damaged materials is a natural part of the library's life cycle and maintenance of the quality and integrity of the collection. The teacher-librarian will evaluate the library collection on a continuing basis in order to assure that the collection meets the mission statement and goals of the Stanwood-Camano School District.

#### **G. Considerations for De-selection**

1. Currency – The subject matter is out of date or no longer relevant to the instructional program
2. Physical Condition – Item is worn, soiled, missing pages, antiquated in appearance or unattractive;
3. Not circulating for a reasonable amount of time;
4. Superseded by newer editions;
5. Perpetuates cultural, ethnic, or sexual stereotypes;
6. Inappropriate reading level; or
7. Unneeded duplication of materials.

#### **H. Request for Reconsideration of Library Media Materials**

When a concern is expressed about library resources, the teacher-librarian will consider both the individual's right to express an opinion and the principles of intellectual freedom.

##### **1. Informal Reconsideration**

Persons wishing to make a complaint regarding library resources will be asked to direct their complaint to the teacher-librarian. The teacher-librarian will attempt to resolve the issue informally by:

- a. Discussing the request with the complainant and listening carefully to the concerns expressed;
- b. Explaining why the material was selected, and how its inclusion in the collection was guided by the district collection development policy / procedure; and
- c. Share review sources for the item in question.
- d. If the informal process does not resolve the matter, the complainant may submit a formal Request for Reconsideration of Library / Media Materials (2021F). Library materials in question will remain in the collection until the process is completed and a final decision is made.

##### **2. Formal Reconsideration**

- a. The building principal will be informed whenever an individual asks for a Request for Reconsideration of Instructional or Library / Media Materials form (2021F-A).
- b. The Request for Reconsideration of Library / Media Materials form, together with a copy of the challenged materials process will be furnished to the complainant by the principal.
- c. The principal shall examine the challenged material(s) and then base the final decision upon the appropriateness of the material for its intended educational use, with the understanding that the criteria and rationale for reconsideration of library / media materials differs from classroom / district adopted materials. The principal will inform the complainant and the teacher-librarian of his/her decision.
- d. A copy of the challenge and a summary of its resolution will be sent by the principal to the chairperson of the District Instructional Materials Committee (DIMC).
- e. All challenged learning resource / library material(s) will remain in use during the period it is being examined unless otherwise determined by the Superintendent or his or her designee. The decision regarding challenged materials will not be subject to reconsideration for a minimum of three years, unless there is a substantive change of circumstances as determined by the superintendent.

#### **I. Library Operations Handbook**

The purpose of the library operations handbook is to provide a guide for the operation of libraries in the Stanwood-Camano School District. The manual serves as the district wide standards necessary for common operations of libraries found in the district's schools. It will be updated as changes are made in the library media centers. The library operations handbook is available in all library media centers.

The library operations handbook contains the following information and more:

- A. Goals and Objectives of Library Specialist
- B. Library Media Center Hours of Operation
- C. Library Rules for Students
- D. Check Out Policy
- E. Reference Materials and Periodicals
- F. Overdue Policy
- G. Damaged and Lost Book Policy
- H. Returned Checks
- I. Programs and Services
- J. Selection Criteria
- K. Request for Media Center Purchases
- L. Library Management System