

Section: **INSTRUCTION**

Procedure Title: **Library Information and Technology Program**

The Kelso School district recognizes that it is the primary objective of the library media centers in our schools to implement, enrich, and support the educational programs of the schools. It is the duty of the library media center to provide a wide range of materials on all levels of difficulty, with the diversity of appeal and the presentation of different points of view. To this end, the responsibility of the school library media center and its personnel is:

- To support the attainment of the state's learning goals. Each center shall be provided with a collection of print and electronic information, instructional equipment and other learning resource materials to promote a positive impact on student learning. These resources will support the district's school improvement plan and student mastery of essential academic learning requirements in all areas.
- To collaborate as instructional partners and informational specialists with teachers to develop students' information and technology skills. Staff shall assist students in meeting content goals in all subject areas and assist high school students with graduation requirements, specifically the Culminating Project and the High School and Beyond plans.
- To provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values and ethical standards.
- To provide a background of information which will enable students to make intelligent judgments in their daily life.
- To provide materials on opposing sides of controversial issues so that young citizens may develop under guidance the practice of critical analysis of all media.
- To provide materials representative of the many religious, ethnic, and cultural groups and their contribution to our American heritage.
- To place principle above personal opinion and reason above prejudice in selection of materials of the highest quality in order to assure a comprehensive collection appropriate for the users of the library media center.

The Kelso School District recognizes that the final authority as to what materials an individual student will be exposed rests with that student's parents or guardians. However, at no time will the wishes of one child's parents to restrict his/her reading or viewing of a particular item infringe on another parent's rights to permit their child to read or view the same material.

**A. Library Collection Development**

This procedure guides Teacher-Librarians and informs the community about the process for selecting, acquiring, evaluating and maintaining library information and technology program materials. The objective of each 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 information and technology program that 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 information and technology 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. Sources for the selection of materials include but are not limited to:
  - a. Vendor catalogs, American Historical Fiction, Basic Book Collection for Elementary Grades, the Best in Children's books, Children and Books, Children's Catalog, Elementary School Library Collection, European Historical Fiction and Biography, Guide to Sources in Educational Media, Junior High School Catalog Reference Books For School Libraries, Subject Guide To Children's Books in Print, Subject

Index to Books for Intermediate Grades, Subject Index to Books for Primary Grades, and Westinghouse Learning Directory.

- b. Current review journals:
  - AASA Science Books and Films
  - American Film & Video Association Evaluations
  - Kirkus Reviews
  - Media and Methods
  - School Library Journal
  - Bulletin of the Center for Children's Books
  - Horn Book
  - KLIATT
  - VOYA
  - Booklist
2. All items selected for placement in the school library will:
  - a. Support and be consistent with the general educational goals of the State of Washington and Kelso 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 be rejected for their weakness; and
- 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 Kelso 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.

**Challenged Materials**

Despite the care taken to select materials for student and teacher use and the qualifications of the persons who select the materials, it is recognized that occasional objections may be raised by community members, students or school staff.

In the event a complaint is made, the following procedures will apply:

1. The complainant shall read the material in question in its entirety.
2. The complaint shall be heard first by the person providing the materials in question (usually the Library Media Specialist). The purpose of the meeting will be to review the selection process as outlined in Policies and Procedures 2021 and 2021P in an

attempt to resolve the issue informally by explaining the philosophy and goals of the school district and/or the library media center.

3. If the complaint cannot be resolved at this level, the complainant shall be referred to the building principal, who will meet with the complainant and the library media specialist, again, in an effort to resolve the complaint.
4. If the matter remains unresolved by the above meeting, the complainant will be directed to fill out the "Request for Review of Library Materials" form. A copy of this form will be forwarded to the Lead Administrator for the Council on Learning committee. If the formal request for reconsideration has not been received by the Lead Administrator for the Council on Learning within ten (10) school days from the meeting date with the principal in section 3, the complaint shall be considered closed.
5. The Lead Administrator for the Council on Learning shall appoint a Review committee composed of members from the Council on Learning committee, to include: one administrator; one library media specialist; two classroom teachers (one from the appropriate grade level); one community member.
6. Members of the Review Committee shall: read and examine the materials referred to them; check general acceptance of the materials by reading review; weigh the educational value against the stated concerns based on the materials as a whole and not on passages or portions pulled out of context; meet to discuss the material, and prepare a written recommendation to the Superintendent of Schools.
7. The recommendation of the Review Committee shall be forwarded to the Superintendent of Schools who will make the final decision and inform the complainant of that decision.
8. The complainant may appeal the Superintendent's decision in writing to the Board of Directors.
9. No materials shall be removed from use until a final decision has been made by the Superintendent and/or the Board of Directors.

Adopted: June 14, 2010  
Revised: August, 2011  
Revised: May 9, 2016

## REQUEST FOR REVIEW OF (LIBRARY) MATERIALS

Your name \_\_\_\_\_ Date \_\_\_\_\_

Complete  
Address \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Do you represent yourself or an organization/group?

\_\_\_ Self     \_\_\_ Organization/group

Name of Organization \_\_\_\_\_

Title of the resource on which you are commenting:

\_\_\_\_\_

Author/producer: \_\_\_\_\_

Is this a book \_\_\_ Textbook \_\_\_\_\_ Video \_\_\_ Magazine \_\_\_\_\_

Newspaper \_\_\_ Electronic Information \_\_\_\_\_

Other (please specify) \_\_\_\_\_

1. Have you examined or read the entire resource?

Yes      No

2. What brought this material to your attention?

3. What concerns you about the material? Please be specific; cite pages or examples. Attach extra pages if needed.

4. What do you believe is the theme or intent of this work?

5. Are there resources you would suggest to provide additional information and/or other viewpoints on this topic?

Signature of Complainant \_\_\_\_\_

Date: \_\_\_\_\_