

**PARK COUNTY SCHOOL DISTRICT #6
BOARD OF EDUCATION POLICY**

CODE: IJL

LIBRARY MATERIALS SELECTION AND ADOPTION

The primary objective of the school's library is to implement, enrich and support the educational programs of the school. It is the duty of the library to provide a wide range of materials on all levels of difficulty, with diversity of appeal, and the presentation of different points of view.

The school library Bill of Rights endorsed by the American Association of School Librarians sets forth the philosophy of materials selection as it is related to the educational program of the school. Those individuals involved in the selection of library materials shall be guided by that philosophy and shall further select materials in accordance with the procedures for the selection of other instructional materials of the school district.

Library Materials Selection Criteria

The following criteria, which is not prioritized, shall serve as a guide for selecting resources. It is the intent of the board to consider the following criteria when evaluating and selecting library resources.

- To provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities, and maturity levels of the pupils served;
- To provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards;
- To provide a background or information that will enable pupils 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 reading and thinking;
- To provide materials representative of the many religious, ethnic, and cultural groups and their contributions to our American heritage;
- To place principle above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to assure a comprehensive collection appropriate for the users of the library.
- To place materials that will be age and grade level appropriate, relevant, educationally suitable, and free of pervasive vulgarity and obscenity.

Library Materials Selection Process

The selection of library materials will be made based upon the examination of the material and determining the professional acceptance by reading critical reviews of the material. Consideration shall be given to the material's benefit and limitations and opinions shall be formed based on the material as a whole rather than on passages or sections taken out of context. Consideration shall be taken regarding the material in the context of the educational program. Lastly, the evaluation of the material shall consider material based educational unsuitability, vulgarity, irrelevance, age and grade level inappropriateness. The selection of library materials shall be made by each building's Library Advisory Committee. Each committee will be determined by the building administrator and District Librarian. Oversight of each Library Advisory Committee will be the responsibility the District Librarian. Recommendations for purchases will involve administrators, teachers, library para-professionals, librarians, students, district personnel, and/or community

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persons, as appropriate in accordance with professional standards set by the American Association of School Libraries. Gift materials and recommendations will be accepted or rejected according to the above criteria.

Withdrawal of Library Resources

The continuous review of library materials is necessary as a means of maintaining a useful and active collection. As new materials are selected and added, some older materials may be withdrawn if they do not meet the selection criteria.

The responsibility for determining which materials are to be withdrawn rests with the District Librarian and will follow the CREW method:

- **Continuous**
- **Review**
- **Evaluation**
- **Weeding**

Withdrawal of library materials shall follow the MUSTIE guidelines:

- **Misleading**
- **Ugly (In disrepair)**
- **Superseded**
- **Trivial**
- **Irrelevant**
- **Elsewhere Attainable**
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Withdrawn library materials will be processed in one or more of the following ways:

- Made available to be used as resource or supplementary material by teachers.
- Offered to other libraries in the District, as it is possible that a material, which lacks utility in one building, may have usefulness in another.
- Contributed to appropriate charitable or educational agencies.
- Discarded, when warranted.
- Electronic resource subscriptions are not renewed

Continuous evaluation shall be closely related to the goals and responsibilities of libraries and is a valuable tool of collection development. This procedure is not to be used as a convenient or expedient means to remove materials presumed to be controversial or likely to be disapproved by segments of the community. Materials are not to be proscribed or removed because of actual or potential partisan or doctrinal disapproval, or because of the origin, background or views of those contributing to their creation.

Complaint Against Library Resource

Prior to any formal complaint process, any individual who wishes to challenge a book will share their concern with the District Librarian. Should the issue remain, he/she shall meet with the District Librarian and Building Administrator to seek a resolution. Should the individual choose to file a formal complaint, the individual shall be provided with Form KEC-E-2. Form KEC-E-2 must be fully completed and submitted to the Park County School

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District No. 6 Superintendent of Schools for consideration by the KEC Committee. Any request for reconsideration of library materials will follow Park County School District No. 6 process for complaints outlined in Policy KEC. Challenged materials shall remain in the district collection during the reconsideration process.

The KEC Committee shall analyze any formal complaint by evaluating the complaint and how it aligns with the selection criteria as outlined above. Any inconsistencies or failures to meet the selection criteria shall be identified, discussed and a determination shall be made following Policy KEC: complaint shall be accepted and the material removed; complaint is denied and the material retained; or material is retained with a recommendation.

After consideration, the KEC Committee shall prepare a written report on their decision and submit their report to the Superintendent within 30 days of rendering a decision.

The KEC report shall be mailed to the individual filing the complaint and the superintendent shall retain a copy, with copies forwarded to the principal, library staff, and Board of Trustees.

Appeals

The complainant has the right of appeal in accordance with Policy KEC. Any appeal shall be submitted to the Park County School Board of Trustees in writing within 30 days of the notification of the KEC's decision. Any decision of the Board of Trustees is final and shall be binding for the entire district for a period of one year, therefore no materials that have been formally reviewed shall be reconsidered again for a period of at least one year.

Adopted: 1/20/98
Revised: 2/20/2018
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