

# SELECTION OF INSTRUCTIONAL MATERIALS

The legal responsibility for instructional materials used in the School District of Jefferson rests ultimately with the Board. Responsibility for selection of instructional materials shall, however, be delegated to the professionally trained staff employed by the district.

Selection of instructional materials may involve many people: principals, teachers, library media specialists and students.

When selecting instructional materials for use in the schools, consideration shall be given to the following objectives:

- To promote and to provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities and maturity levels of the students served.
- To provide materials that will stimulate growth in conceptual knowledge, factual knowledge, literary appreciation, aesthetic values and ethical standards, and the application of these materials.
- To provide a background of information which will enable students to make intelligent judgments in their daily lives.
- To provide materials representative of the many religious, ethnic and cultural groups and their contributions to our American heritage.
- To provide materials of good quality in order to assure a comprehensive collection appropriate for users of the library media centers.

The School District of Jefferson shall not discriminate in the selection and evaluation of instructional and library materials or media on the basis of sex, race, religion, national origin, color, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability or handicap. Discrimination complaints shall be processed in accordance with established procedures.

ADOPTED: July 27, 1987 (Under Policy II)

REVISED: December 17, 1990 (Under Policy II)  
July 30, 2001 (Under Policy IIA)  
February 28, 2005

REVIEW DATE: October 22, 2012

LEGAL REF.: Wisconsin Statutes: 118.03 118.13 120.13(5)  
120.44(2) 121.02 (1)(h)  
Wisconsin Administrative Code: PI 8.01(2)(h)  
PI 9.03(1)

CROSS REF.: IIA-R, Guidelines for the Selection of Library Materials  
JB-R, Discrimination Complaint Procedures  
KLB, Public Complaints about Instructional/Library Materials  
IIB – Inter-Library Loan Policy

# GUIDELINES FOR THE SELECTION OF LIBRARY MATERIALS

The Board of Education and the library media specialists firmly believe that the freedom to read is one of the basic freedoms in our American democracy. With this philosophy in mind, the Board of Education delegates to the library media specialists the responsibility to carefully select, not censor, all purchases made within the limitations of the budget.

Although the final decision for all purchases shall be made by qualified personnel, recommendations and requests are encouraged by anyone connected with the district including students.

Selections of print, non-print, and electronic resources shall be made using the following criteria:

1. Overall purpose
2. Timeliness or permanence
3. Importance of the subject matter in relation to the curriculum
4. Quality of writing/production
5. Readability
6. Popular appeal for leisure reading
7. Authoritativeness
8. Reputation of the author, illustrator, artist, composer, publisher, producer, etc.
9. Format and price
10. Favorable reviews found in standard selection sources

Several specific areas affecting the selection of print, non-print, and electronic resources are more fully outlined below along with procedures that library media specialists will follow in each situation.

Inter-Library Loan: Each library media center is part of a total district library program. Cooperation with other libraries, either school or public, may be necessary to avoid duplication of expensive items and to share items otherwise unavailable. Efforts should be made to encourage inter-library loan to provide for needs of students at all levels.

Gifts: Gifts shall be evaluated according to the standards previously stated regarding purchases. Any gifts meeting these standards shall be added to the collection.

Weeding and Periodic Evaluation: Weeding and discarding shall be performed by the library media specialist as he/she and the staff work with the collection in their daily routines. Special emphasis shall be placed on these measures during the annual inventory.

Jobbers and/or Publishers: Jobbers for books, periodicals and other library materials shall be chosen at the discretion of the library media specialist. It shall be his/her duty and responsibility to determine which jobbers will offer the most dependable service to the library for the amount of capital outlay.

Controversial Areas: Extra caution shall be taken in the choosing of those materials which may be considered controversial. Material discussing sex, religion, racism or other topics of conflicting ideas or interests shall be added to the collection. These materials, however, shall be selected according to their informational and/or literary value.

Request for Reconsideration of Materials: Despite the care taken to select appropriate and worthwhile materials, occasional objections to a selection are made. When such objections occur, principles of freedom of information, the students' rights to access of materials, and the professional responsibility and integrity of the school staff are defended rather than the specific materials. The principles of intellectual freedom are inherent in the first amendment of the Constitution of the United States and are expressed in the Library Bill of Rights adopted by the American Library Association.

Any resident, parent, board member, teacher, administrator, or other employee of the school district may raise objections to instructional materials used in the district. Every effort will be made to consider the objections keeping in mind the best interests of the students, the school, the curriculum and the community. No duly selected materials whose appropriateness is challenged shall be removed from the school except upon the recommendation of a reconsideration committee with the concurrence of the Superintendent or upon formal action of the Board of Education.

Review and Revision: These guidelines are subject to change whenever an occasion arises which the Board of Education, upon recommendation by the library media specialists, feels warrants a revision. Regardless of whether or not such a situation arises, the library media specialists and the Board of Education shall review and/or revise these guidelines as part of the curriculum review cycle process.

**2/28/05**