

Policy #: 361.1

SCHOOL DISTRICT OF WEBSTER

Date Adopted: May 17, 2011

Date Revised:

Policy Title: Instructional Materials

The School District of Webster will provide a wide range of instructional resources in its library media centers and classrooms on all levels of difficulty, with diversity of appeal, and different points of view, in accordance with Section 121.02(h) of the Wisconsin State Statutes.

The school district endorses the American Library Association Bill of Rights and the American Association of School Librarians' Access to Resources and Services in the School Media Program: An Interpretation of the Library Bill of Rights. All library media center resources, both print and nonprint, will be selected in accordance with the philosophies of these two documents. Allegedly inappropriate instructional resources will be reviewed through established procedures.

The School District of Webster does not discriminate in the selection and evaluation of instructional resources and will be reviewed through established procedures.

The School District of Webster does not discriminate in the selection and evaluation of instructional and library resources on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability.

Definitions: For the purposes of this policy, a library media center is defined as an area or areas in the school where a full range of information sources, associated equipment, and services from library media staff are accessible to students and school personnel. The term media specialist will be used to indicate Department of Public Instruction certified library and audiovisual staff members. Selection is defined as the decision that must be made to add resources to support curriculum and to meet recreational needs. Library media center resources are defined as both print and nonprint materials purchased by or housed in the library media centers or received over telecommunications networks.

RULES FOR SELECTION AND RECONSIDERATION OF INSTRUCTIONAL RESOURCES

- I. RESPONSIBILITY FOR SELECTION OF RESOURCES:
 - A. The responsibility for the selection of resources for library media centers rests with certified library media center personnel employed by the school district. Media specialists should encourage and coordinate the recommendations of administrators, teachers, students and parents when making these selections.
 - B. The responsibility for the selection of text books and classroom instructional resources rests with the certified teaching personnel in each building and related curriculum committees and instructional supervisors.
- II. CRITERIA FOR SELECTION
 - A. School District of Webster will comply with the Department of Public Instruction administrative rule PI8.01 (2)(h) for Wisconsin State Statute 121.02(h) which states in part: "Provide ...a current, balanced collection of books, basic reference materials, texts,

Cross Reference:

Legal Reference:

Policy #: 361.1

SCHOOL DISTRICT OF WEBSTER

Date Adopted: May 17, 2011

Date Revised:

Policy Title: Instructional Materials

- B. periodicals, and audiovisual materials which depicts in an accurate and unbiased way the cultural diversity and pluralistic nature of American society.”
- C. Print and nonprint materials, as well as those in an electronic format will be evaluated by the following criteria as they apply. Resources shall:
 - 1. Support and be consistent with the general educational goals of the district,
 - 2. Support and be consistent with the objectives of the curricula,
 - 3. Depict in an accurate and unbiased way the cultural diversity and pluralistic nature of American society,
 - 4. Provide for a balanced collection relevant to today’s world,
 - 5. Be appropriate for the subject area and for the age, emotional development, ability level, and social development for whom the materials are selected,
 - 6. Provide a fair representation of many religious, ethnic, and cultural groups and their contributions to our civilization,
 - 7. Avoid gender and ethnic bias, and stereotyping,
 - 8. Respect differing viewpoints on controversial subjects with the goal of providing a balanced collection,
 - 9. Have aesthetic, literary, or social value,
 - 10. Be created by competent and qualified authors and producers,
 - 11. Provide stimulus to creativity,
 - 12. Have a physical format and appearance suitable for their intended use,
 - 13. Be of acceptable technical quality with adequate documentation.
- D. Although the District recognizes that any item may offend some patrons, selection of resources on controversial topics will not be made on the basis of anticipated approval or disapproval, but rather on the merits of the resource, its value to the collection and to patrons, and in meeting the intent of Section 121.02(h) of the Wisconsin State Statutes.
- E. The selection of resources on controversial topics such as material on religious subjects, shall be available, shall be factually unbiased, and broadly representative. Factual material on an appropriate reading and viewing level shall be available concerning those political ideologies which exert strong influence on government, education, or any other phase of our world. Inclusion of profanity, frank treatment of sex, or violence, shall not automatically rule out books or other materials. It will, however, necessitate a searching evaluation of the merits of the resources in question.
- F. Telecommunications networks have revolutionized the process of selecting information in school library media centers. Information found via telecommunications, as with many other resources, reflects varying points of view and levels of maturity. The School District of Webster believes that the information and interaction available on telecommunications networks is a valuable resource. To maximize positive student experiences, faculty and administrators will focus on providing students with the understanding and skills needed to use resources located on telecommunications networks in ways appropriate to their educational needs and personal safety.

The student also plays a significant role in the selection of educational materials while searching on the Internet and other telecommunications networks. The student must accept

Cross Reference:

Legal Reference:

Policy #: 361.1

SCHOOL DISTRICT OF WEBSTER

Date Adopted: May 17, 2011

Date Revised:

Policy Title: Instructional Materials

responsibility for accessing materials that are relevant to the educational goal being pursued. The Student Acceptable Use Policy will be applied to this activity.

III. PROCEDURES FOR SELECTION AND REMOVAL OF RESOURCES

- A. During the selection process, the media specialists will evaluate the existing collection and assess curricular and recreational needs. Reputable, professionally prepared selection tools and other appropriate sources will be consulted. In an attempt to build a balanced collection that achieves cultural diversity, the media specialists will use a variety of means to select and evaluate resources including bibliographies, reviews, and checklists.
- B. Recommendations for purchase will be solicited from school personnel and students.
- C. District personnel will use Internet education guides and other sources to locate resources on telecommunications networks consistent with district adopted selection criteria.
- D. The school library media program accepts gifts and donations with the understanding that only those that meet regular selection criteria will be added to the collection.
- E. Selection is an on-going responsibility of the media specialist which includes the removal of materials no longer deemed appropriate or accurate and the replacement of lost and worn materials still of educational value. Criteria for the removal of materials may include:
 - 1. Having inaccurate and outdated information,
 - 2. Depicting negative role stereotypes,
 - 3. No longer useful for curricular support or recreational reading,
 - 4. Not circulated for a number of years, and
 - 5. In poor physical condition.
- F. All withdrawn materials will be considered essentially valueless and removed as follows:
 - Step 1: Mark out any ownership stamps.
 - Step 2: Offer them to other non-profit educational agencies from whom we have requests.
 - Step 3: Attempt to recycle or give away any remaining items.
 - Step 4: Discard anything that remains.

IV. OBJECTION TO RESOURCES

- A. Library media center resources, curricular resources, and information located using telecommunications networks including the Internet which may be deemed as objectionable by some may be considered by others as having sound educational value or worth. Any concerned district resident or employee of the district may request the reconsideration of such materials and information found via telecommunications or telecommunications site(s) themselves. The challenged material will not be removed from circulation while the district's reconsideration process occurs, nor will use of telecommunications networks be suspended during the reconsideration process.
 - 1. If after discussing the matter with the complainant informally, no resolution to the problem of the challenged resource has been made, the media specialist will ask the

Cross Reference:

Legal Reference:

Policy #: 361.1

SCHOOL DISTRICT OF WEBSTER

Date Adopted: May 17, 2011

Date Revised:

Policy Title: Instructional Materials

2. complainant to fill out the Citizen's Request for Reconsideration of Instructional Resources Form which is based on the form in "The Student's Right to Read" published by the National Council of Teachers of English. For challenges to information found via telecommunications or telecommunications site(s) themselves, the Telecommunications Network/Internet Information/Site(s) Form found in the appendix will be used. The forms are available from either the principal or the media specialist, and completed forms should be returned to the principal of the building in which the material is housed or received. If the complaint concerns a classroom resource, a copy of the complaint shall be forwarded to the appropriate curriculum supervisor.
3. The media specialist shall inform the principal of any oral challenge to library media center resources on the same day the complaint is made. The media specialist shall keep a written record of the complaint, title of the resources, and a synopsis of the event.

B. Reconsideration of Challenged Resources

1. The Resources Reconsideration Committee shall be composed of the following people who are selected by the Superintendent from a standing list of individuals who have agreed to serve on the committee. The media specialist or teacher who accepted the formal Request for Reconsideration will be invited to attend the committee meeting only to provide information.
 - a. A building administrator from the level at which the complaint was received (elementary or secondary)
 - b. A school board member
 - c. A teacher from the level at which the complaint was received (elementary or secondary)
 - d. The appropriate curriculum supervisor if the complaint is about a curriculum resource.
 - e. A media specialist from the level at which the complaint was received (elementary or secondary)
 - f. A high school student
 - g. A reading specialist, and
 - h. A community member
2. Resources Reconsideration Committee Procedures
 - a. The committee will have its first meeting no later than fifteen working days after the Reconsideration Form reaches the chairperson. This shall be done no later than twenty working days from the time the complaint is delivered to the building principal.
 - b. Before their first meeting, the committee will read and examine the challenged resources, copies of professionally prepared reviews, and a copy of the completed reconsideration form. These materials shall be gathered and disseminated by the Media Specialist.
 - c. To ensure that any press coverage is accurate, the Media Specialist shall represent the district in any contact with the media.

Cross Reference:

Legal Reference:

Policy #: 361.1

SCHOOL DISTRICT OF WEBSTER

Date Adopted: May 17, 2011

Date Revised:

Policy Title: Instructional Materials

- d. These procedures will be followed during the initial committee meeting:
 - 1) The meeting is a public meeting and may be attended by other observers as well as the complainant and committee members.
 - 2) All meeting records shall be open to the public.
 - 3) The complainant may make an initial verbal presentation regarding the materials under consideration. Time shall be limited to five minutes.
 - 4) Observers may then be invited to voice their views under the same five-minute time limit; however, after those opportunities, neither the complainant nor other observers may participate in the committee's deliberations unless later requested to do so by the chairperson.
 - 5) The Resource Reconsideration Committee shall go into closed session and take the following steps in reviewing the challenged resources:
 - Discuss general acceptance of the resource as reflected in reviews, and consult recommended lists as provided by the Media Specialist.
 - Determine the extent to which the resource supports the curriculum.
 - Complete the appropriate "Checklist for Reconsideration of Instructional Resources".
- e. During this meeting or a subsequent one, if the business of the committee is not completed, the committee shall make its decision to remove or retain the resource. The vote, to be taken in open session, shall require a simple majority.
- f. The committee reserves the right to use additional expertise, if necessary, to help in its decision-making process.
- g. The Committee's written decision shall be presented within fifteen working days to the Superintendent. The Superintendent will notify the complainant in writing of the committee's decision.
- h. An appeal of the decision of the committee may be made by the complainant within five working days to the Superintendent (or designee). The Superintendent will make the final decision on the appeal and this decision shall be binding. The Superintendent reserves the right to use additional expertise and consult others, if necessary, to help in the decision-making process.
- i. The Media Specialist shall be responsible for the implementation of the decision.
- j. A decision to sustain a challenge shall not be interpreted as a judgment of irresponsibility on the part of the professionals involved in the original selection or use of the resources.

Cross Reference:

Legal Reference: