

1 **Board Policies**

Blair-Taylor School District

2
3 **Series: 300**
4 **Section: 360**
5 **Policy #: 362**

INSTRUCTION
INSTRUCTIONAL RESOURCES AND SERVICES
SELECTION AND RECONSIDERATION OF
INSTRUCTIONAL MATERIALS

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10 **I. PHILOSOPHY:**

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12 The Blair-Taylor Selection and Reconsideration Policy is based on the philosophy that a self-
13 governing, pluralistic society requires a literate, informed citizenry which understands and
14 values individual differences. To make informed choices, people must have free access to
15 ideas, and know how to secure and evaluate information. The media program must,
16 therefore, provide a wide range of learning resources at varying levels of difficulty, with
17 diversity of appeal and the presentation of different points of view to meet the needs of
18 students and teachers.

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20 **II. Definition of LMC Materials**

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22 LMC materials (print and non-print) are materials, which are acquired by and circulated from
23 the District's Library Media Centers. For example,

- 24 • books
- 25 • periodicals
- 26 • videos
- 27 • sound recordings
- 28 • software
- 29 • digitized resources
- 30 • hardware and other equipment

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32 **III. SELECTION:**

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34 Instructional materials (print and non-print) are selected by the school district to implement,
35 enrich and support the educational program for the student. Materials must serve both the
36 breadth of the curriculum and the needs and interests of individual students. It is the
37 obligation of the district to provide for a wide range of abilities and to respect the diversity of
38 many differing points of view. To this end, principles must be placed above personal opinion
39 and reason above prejudice in the selection of materials of the highest quality and
40 appropriateness.

41 The Blair-Taylor School District supports the First Amendment to the United States
42 Constitution and to the statements of policy as expressed in the American Library Association
43 Library Bill of Rights and in the American Association of School Librarians School Library Bill
44 of Rights for School Library Media Programs, and adheres to 1.21.02H of clarification of the
45 administrative rule of the WI Department of Public Instruction.

46 The Blair-Taylor School District will not discriminate in the selection and evaluation of print
47 and non-print materials on the basis of sex, race, national origin, ancestry, creed, pregnancy,
48 marital or parental status, sexual orientation or physical, mental, emotional or learning
49 disability. Discrimination complaints shall be processed in accordance with established
50 procedures (See Board Policy).

51 **Library Media Center:** The selection and purchase of library materials is the responsibility
52 of each school's designated Library Media Director who is familiar with grade-level curricula,
53 current holdings, and professional selection aids.

54 **Texts and classroom materials:** Selection of textbooks and other classroom materials
55 will be made by the appropriate committees, departments and teachers, with the approval of
56 the principals and superintendent, using selection criteria.

57 **Donated materials:** Materials that are donated to the district become the property of the
58 school with no stipulations attached. As such, donated materials will be held to the same
59 criteria as purchased materials and used, shelved or weeded based on selection criteria.

60 **Other media:** Formats such as computer software, videos, DVDs, CDs, and Internet-
61 accessed subscriptions are evaluated using the same criteria as print instructional materials.

62 63 **IV. RESPONSIBILITY FOR SELECTION:**

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65 A. The Board of Education is legally responsible for all matters relating to the operation of the
66 Blair-Taylor School District.
67 B. The responsibility for the selection of instructional materials is delegated to the
68 professionally trained and certified staff employed by the school system.
69 C. While selection of materials involves many people—principals, teachers, students,
70 supervisors, community persons and media specialists—the responsibility for
71 coordinating the selection of most instructional materials and making the
72 recommendations for purchase rests with certified library media directors.
73 D. The media director is responsible for keeping materials current and for the disposal of
74 those materials considered invalid due to outdated information, clearly inaccurate
75 information, and materials no longer conforming to the selection criteria.
76 E. Responsibility for coordinating the selection of instructional materials for the distribution
77 to classes will rest with the appropriate teacher. For the purpose of this rule the term
78 "instructional material" includes textbooks and other print and non-print material provided
79 in multiple copies for use by a total class or a major segment of such class.
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82 **V. CRITERIA FOR SELECTION OF MATERIALS**

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84 The success of the educational program in meeting the needs of the students and faculty
85 depends upon the quantity, scope, and quality of the materials available in the collection.
86 The selection of any item will be made on the basis of that item's contribution to these needs.
87 Materials on controversial issues should be selected to represent the fullest possible range of
88 contrasting points of view, helping users to develop under guidance the practice of critical
89 analysis. Materials, whether purchased or donated, will be considered individually and
90 selected for their strengths based on the following criteria:

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92 A. Materials shall support and be consistent with the general educational goals of
93 the school district, WI Academic Standards, and the objectives of the specific
94 courses.
95 B. Materials shall meet high standards of quality in factual content and presentation.
96 C. Materials shall be appropriate for the subject area and for the age, emotional
97 development, ability level, and social development of the student for whom the
98 materials are selected.
99 D. Materials shall have aesthetic, literary, or diverse social value.
100 E. Materials will be chosen to foster respect for women, minority, and ethnic groups,
101 and will realistically represent our pluralistic society, along with the roles and life
102 styles open to both women and men in today's world.

- 103 F. Materials will be selected for their strengths rather than rejected for their
104 weaknesses.
105 G. Biases or slanted materials may be provided to meet specific curriculum
106 objectives.
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108 VI. DISCARDING (WEEDING)

109 Weeding insures a collection, which is current and provides the best possible service
110 through a collection of quality materials. Weeding should be a carefully planned, ongoing
111 procedure reflecting the same care given to the original selection process. To maintain a
112 quality collection it is necessary to discard items regularly based on the following reasons:
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- 114 A. Condition of the book (missing pages, soiled pages, badly torn pages, aged
115 paper, too fine a print, un-repairable binding, dismal edition, etc.).
116 B. Items that have had very little circulation in the past five years.
117 C. Currency/datedness/accuracy of content or relevance to current curriculum.
118 D. Inferior or faulty non-print materials.
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120 Materials that are discarded will be disposed of at the discretion of the LMC director and
121 other school personnel based on the reason the particular item was discarded.
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123 VII. RECONSIDERATION

124 Occasional objections to the selection of materials may be made, despite the care taken
125 to select valuable materials for student and teacher use. No materials shall be removed from an
126 LMC's collection until a final decision on the request for reconsideration has been reached. While
127 under reconsideration, access to questioned materials can be denied only to the child or children
128 of those making the complaint.
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130 Request for Informal Reconsideration

131 The building receiving a complaint regarding print or non-print materials will first inform
132 the media specialist and will try to resolve the issue informally:

- 133 1. The principal or other appropriate staff will explain to the questioner the school's
134 selection procedure, criteria, and qualifications of those persons selecting the
135 resource.
136 2. The principal or other appropriate staff will explain the particular place the material in
137 question occupies in the educational program, its intended educational usefulness,
138 and additional information regarding its use, or refer the party to someone who can
139 identify and explain the use of the materials.
140 3. If the questioner wishes to file a formal challenge, a copy of the district Selection and
141 Reconsideration Policy will be provided to the concerned party by the building
142 principal.
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144 Request for Formal Reconsideration

145 A. Preliminary Procedures

- 146 1. Each school will keep on hand and make available Request for
147 Reconsideration forms. A formal challenge must be made on these forms,
148 signed and submitted to the appropriate building principal.
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- 150 2. The building principal will inform the superintendent of the challenge.
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3. The superintendent will refer the Request for Reconsideration will be to the Reconsideration Committee within ten working days.

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B. The Reconsideration Committee

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1. Upon receiving a request for formal reconsideration, the superintendent will appoint a Reconsideration Committee consisting of the following members:

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- a. Three community representatives

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- b. One building principal

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- c. LMC Director

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- d. One teacher

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- e. One student from the 7-12 student body

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2. The superintendent will schedule a committee meeting within 30 working days after the complaint is received.

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3. Before the scheduled first committee meeting, the superintendent will

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- name a chairperson of the Reconsideration Committee, and

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- mail a copies of the Reconsideration Form, the District Selection and Reconsideration Policy, Reconsideration committee information, the challenged material, professional reviews of material and the date and location of the first scheduled meeting to committee members

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- notify the complainant the date and location of the first scheduled meeting

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- announce the meeting to the public

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- provide the note-taker for the formal meeting (the recorder at school board meetings is recommended)

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- arrange for persons with related professional knowledge/experience to attend first meeting

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First Meeting of Reconsideration Committee

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At the first meeting of this committee, its members will

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1. discuss the challenged material

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2. determine professional acceptance based on professional reviews

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3. weigh values and faults, and form opinions based on the materials as a whole rather than on passages or sections taken out of context

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4. discuss the challenged resource in the context of the educational program

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5. provide the complainant with a 10-minute opportunity to address the committee

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6. may choose to consult district support staff and/or others with related professional knowledge

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7. will determine by majority vote one of the following final decisions:

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- a. To take no removal action

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- b. To remove all or part of the challenged materials from the total school environment
 - c. To allow students to use alternate materials approved by school personnel
 - d. To agree to a limitation of the educational use of materials
8. All meeting minutes including the decision will be retained by the superintendent with copies sent to the complainant and involved district parties
9. If the complainant is dissatisfied with procedure, he/she may request the superintendent to present an appeal to the Board of Education to review the decision.
10. The challenged material may not be reconsidered by a District Reconsideration Committee for a two-year period following the final decision.

LEGAL REFERENCE: 121.02(h) Wis. Stats., PI 8.01(2)(h) Wis. Adm. Code

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Clerk: _____