

INSTRUCTION

Library Information and Technology Programs

The primary objective of the school's Library Information and Technology Programs Library Media Center is to implement, enrich, and support the educational program of the school. It is the duty of the Teacher-Librarian 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 Board of Directors of the Central Kitsap School District endorses the Library Bill of Rights from the American Library Association.

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. Providing a diversity of materials in the interest of achieving a balance of sources and perspectives;
4. Fostering reading as a lifelong activity through pleasurable exposure to printed and digital materials; and
5. Including materials in the collection because of their academic, literary and/or artistic value and merit.

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.

Suggestions for Acquisition:

Suggestions for acquisition or electronic resources may originate from students,

parents, community members and building staff. 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.

Teacher-Librarians should consider authenticity, public demand, general interest, content, and circumstances of use. Teacher-Librarians should consider age, social and emotional development, intellectual level, interest level, and reading level. Technical criteria should be reviewed for clarity of sound in audio materials, quality of cinematography in video, and quality of graphics in games.

General Criteria for the Library Collection:

1. Support and enrich the curriculum and/or students' personal interests and learning
2. Meet high standards in literary, artistic, and aesthetic quality; technical aspects; and physical format
3. Be appropriate for the subject area and for the age, emotional development, ability level, learning styles, and social, emotional, and intellectual development of the students for whom the materials are selected
4. Incorporate accurate and authentic factual content from authoritative sources
5. Include materials that have earned favorable reviews in standard reviewing sources and/or favorable recommendations based on preview and examination of materials by professional personnel
6. Exhibit a high degree of potential user appeal and interest
7. Represent differing viewpoints on controversial issues.
8. Provide a global perspective and promote diversity by including materials by authors and illustrators of all cultures
9. Include a variety of resources in physical and virtual formats including print and non-print such as electronic and multimedia (including subscription databases and other online products, e-books, educational games, and other forms of emerging technologies)
10. Demonstrate physical format, appearance, and durability suitable to their intended use
11. Balance cost with need

Procedures for Selection

1. In selecting materials for purchase, the Teacher-Librarian evaluates the existing collection and consults reputable, unbiased, professional prepared selection aids such as:
 - A. 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
 - Common Sense Media
 - B. Literary Award Winners
 - ALEX
 - Newbery Award Winners
 - American Library Association Award Lists
 - American Indian Youth Literature Award
 - Stonewall
 - Lambda
 - Best of (current year) books
2. 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 Central Kitsap 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, to make informed judgements 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.

Gifts/Donations

Materials donated to the school library will be accepted or declined in accordance with the criteria applied to the purchase of materials.

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 Central Kitsap School District.

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.

Request for Reconsideration of Library Media Materials

When a concern is expressed about library resources, the Teacher-Librarian will consider

both the citizen's right to express an opinion and the principles of intellectual freedom.

Informal Reconsideration

Persons wishing to make a complaint regarding library resources will be asked to direct their complaint to the Teacher-Librarian. The Teacher-Librarian will attempt to resolve the issue informally by:

1. Discussing the request with the complainant and listening carefully to the concerns expressed;
2. Explaining why the material was selected, and how its inclusion in the collection was guided by the district collection development policy/procedure; and
3. Share review sources for the item in question;

Based on the discussion, the Teacher-Librarian may consider de-selection of the material based on the criteria set forth in this procedure. Books will not be removed for the purpose of censorship or to remove ideas from the library. If the informal process does not resolve the matter, the complainant may submit a formal request for reconsideration of library resources as set forth below. Library materials in question will remain in the collection until the process is completed and a final decision is made.

Formal Reconsideration

To submit a formal request, the complainant will ask the principal for the *Request for Reconsideration of Library/Media Materials* form, which will be provided along with a copy of this procedure.

The Library Materials Review Committee (LMRC) will convene up to three times a year; Fall, Winter and Spring. The LMRC will consider up to five (5) challenges at each meeting. If there are greater than five completed *Request for Reconsideration of Library/Media Materials* forms, the LMRC will determine which five will be reviewed based on the totality of circumstances, including reviewing if the challenger has students in CKSD schools, how many *Request for Reconsideration of Library/Media Materials* forms are submitted per person, and the number and availability of copies of the challenged materials. To be considered at an upcoming LMRC meeting, a *Request for Consideration of Library/Media Materials* must be submitted at least 15 school days prior to the scheduled meeting date. This will allow the LMRC time to access and read the materials in their entirety. If the request is received after this, the challenge will be forwarded to the next scheduled meeting.

Once a fully completed *Request for Reconsideration of Library/Media Materials* form has been received, it will be reviewed at the next LMRC meeting. The complainant must

verify having read the material in its entirety or the LMRC will not consider the request to reconsider the materials.

The LMRC will consist of at least the following members, who will be identified by the superintendent or their designee:

- Two (2) elementary Teacher-Librarians,
- One (1) middle school Teacher-Librarians,
- One (1) high school Teacher-Librarian,
- One (1) building admin representative of the level for the material being challenged,
- At least One (1), no more than two (2) CKSD 16+ year old student,
- At least One (1), no more than two(2) parent/guardian/caregiver of a CKSD student, and
- Facilitated by Director of Curriculum and Instruction- a non-voting member unless it is necessary to break a tie vote.

Challenge Process:

When reviewing a challenge to library materials the LMRC will:

1. Examine the Request for Reconsideration form;
2. Read and evaluate the book/material in question;
3. Consult district Curriculum Specialist and/or district content area experts to help inform discussion and decision as needed.
 - A. The consulted specialist may attend the LMRC and participate in the discussion but will not vote on the decision.
4. Study thoroughly all materials referred and read available reviews. The general acceptance of the materials should be checked by consulting standard evaluation aids and holdings in other schools;
5. Discuss the book/material in the context of the educational program and the audience for which it was selected;
6. Consider the entire work, rather than extracting passages or parts. Weighing the values and faults against each other and weighing the conflicting opinions based on the materials as a whole; and
7. Base the final decision upon the appropriateness of the material for its intended educational use in light of the selection and de-selection criteria set forth in this procedure. The LMRC will not base its decision on potential disagreement with given ideas or viewpoints.

The decision of the Library Materials Review Committee may be appealed by a concerned party to the Board of Directors. The purpose of the Board of Director's

review will be to determine whether the committees applied the appropriate criteria and followed the proper process.

If the correct criteria and process were followed by the Library Materials Review Committee, the decision of the committee stands. The Board of Directors may direct the LMRC to reconvene if it is determined steps 1-7 above were not completed.

The superintendent will notify the concerned parties of the findings of the board's review.

The decision regarding challenged materials will not be subject to reconsideration for a minimum of three years, unless there is a substantive change of circumstances as determined by the superintendent.

Adopted:	<u>September 25, 1985</u>
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