

SELECTION AND MANAGEMENT OF LIBRARY/MEDIA MATERIALS

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.

Definitions

For purposes of this policy, library materials, whether held in a formal school library or in a classroom, are defined as electronic, print, and nonprint resources, excluding textbooks, for independent use by students and faculty outside of the District's core educational program.

While instructional materials and library materials are both considered instructional resources, they are not the same, and the terms shall not be used interchangeably.

Content Ratings- Content ratings will be used when purchasing new material, and when materials are challenged for reconsideration. The rating system will be used when purchasing library materials, and when reviewing materials for reconsideration

Restricted Material- Library materials, which have been rated for use by certain age groups and may require parental consent to be checked out by students.

Library Materials Selection Criteria

The following criteria, which is not prioritized, shall serve as a guide for selecting resources to be held in the school libraries. It is the intent of the board to consider the following criteria when evaluating and selecting library resources. The books purchased for the library:

- Will provide materials that will enrich and support the curriculum including state and district standards
- Exhibit a high degree of user appeal and interest to the students for whom the materials are intended taking into consideration their varied abilities and maturity levels
- Meet high standards in accuracy, and literary, artistic, and aesthetic quality, technical aspects, and/or physical format regarding their intended use.
- Exhibit age appropriateness regarding emotional, relational and intellectual development of the students for whom the materials are selected; and are relevant and educationally suitable
- Earn or have earned favorable reviews and recommendations from authoritative personnel and sources.
- Take into consideration the reputation and significance of the author, illustrator, and publisher regarding literary and artistic merit.
- Represent multiple viewpoints on partisan or controversial issues so that students for whom the work is intended may develop, under guidance, critical thinking and discussion skills.
- Represent many varied and authentic religious, ethnic, and cultural authors and/or illustrators in order that students may develop an appreciation for their contributions to

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our great American heritage.

- May include age-appropriate emerging technologies
- Balance cost with need.
- Contribute to a robust and relevant building and/or district wide collection
- Provide resources that aim to build engagement and joy of reading for students.

Content Ratings will be utilized when selecting or reviewing Library materials as follows:

CONTENT BASED RATING				
<i>(All book ratings will be at the sole discretion of PCSD1 staff)</i>				
All Grade Levels and ages	Grades 5-12 (or with parent permission)	Grades 7-12 (or with parent permission)	Grades 9-12 (or with parent permission)	Adult Content Materials in this category will not be <u>allowed</u> in any school
1	2	3	4	5
<ul style="list-style-type: none"> • Mild inexplicit violence • NO nudity • NO profanity • NO reference to sexuality, gender ideologies, or sexual activities • NO drug or alcohol use 	<ul style="list-style-type: none"> • Mild violence • Mild or infrequent profanity • Non-sexual nudity excluding genitalia • NO references to sexual activities • NO drug or alcohol use • Inexplicit sexuality • Inexplicit gender ideologies 	<ul style="list-style-type: none"> • Moderate violence • Moderate profanity • Non-sexual nudity involving genitalia • Inexplicit sexual nudity, sexual activities • Drug or alcohol use • Explicit sexuality • Explicit gender ideologies 	<ul style="list-style-type: none"> • Excessive, explicit violence • Excessive, frequent profanity • References to sexual activities • Drug or alcohol abuse 	<ul style="list-style-type: none"> • Explicit sexual nudity (depictions of sexual organs in a state of arousal) • “Obscene” reference to sexual activities (involving anal, oral, or vaginal intercourse; fingering, anilingus, or ejaculation) • Profoundly Pornographic

Premises for Materials Selection and Adoption

The Library Media Teacher will select and adopt collection materials using the criteria listed

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above and with input from the PCSD1 community and the intended reading audience in accordance with PCSD1's mission, vision, and values. All materials should be judged on the whole of the work rather than individual parts, and on merits rather than deficiencies. Popular demand materials must be judged on merit, use, and appropriateness for each building library. Materials should be judged in light of the entire district collection and those of local public libraries in order that a robust, relevant, and diverse collection may be balanced with cost. All donated materials will also be evaluated according to these premises. The responsibility for the selection of library materials is delegated to the professionally trained Library Media Teachers employed by the district. The selector will review multiple review sources before purchasing material. The PCSD1 School Board has the final decision regarding all matters related to the operation of the school libraries.

Patron Recommendations and Concerns

Recommendations and/or concerns expressed by certified staff, district staff, students, parents or other members of the PCSD1 community will be given consideration. Concerns will be handled according to the Reconsideration Procedure to Challenge Library Materials as outlined in AROP IJL-2

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 will start with the School Librarian, but may include all potentially involved parties, such as the Building Principal, teachers, and the superintendent, and will follow the CREW method:

- **C**ontinuous
- **R**evue
- **E**valuation
- **W**eeding

Withdrawal of library materials shall follow the MUSTIE guidelines:

- **M**isleading – factually inaccurate
- **U**gly (In disrepair) - worn beyond mending or rebinding
- **S**uperseded – by a new edition of/ or by a much better book on the subject
- **T**rivial – of no discernible literary or scientific merit
- **I**rrelevant – to the needs and interests of the library's community
- **E**lsewhere Attainable – the material is easily obtainable from another library

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

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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.

Parent Involvement

- In all instances, Parents/Guardians will have the right to restrict the access of their own child(ren) to specific library materials. Parents/Guardians may provide a list of specific materials they do not want their child to be allowed to check out.
- For all Library materials that have been "restricted" according to the content-based rating system as determined by this policy, parental consent must be obtained prior to check out by any student.
- Parents/Guardians will be provided access to the history of all materials checked out by their child(ren) upon request
- Weekly e-mails will be provided to each student's primary parents/guardians e-mail address on file with the district, which lists all materials checked out in the previous week, unless they so choose to "opt out" of said communications.
- Parents/Guardians will be provided access to a list of books available in their child(ren)'s classroom libraries upon request.

Reconsideration of Library Resources

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

Appeals

The complainant has the right of appeal in accordance with Policy IJL. 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.

