



SECTION: PROGRAMS

POLICY: 144

TITLE: SELECTION OF SCHOOL LIBRARY MATERIALS

ORIGINAL: September 12, 2011
CURRENT REVISION: February 1, 2021

LAST REVIEWED BY THE COMMITTEE:

I. PURPOSE

- A. Wissahickon School District is concerned with generating understanding of American freedoms and with the preservation of these freedoms through the development of informed and responsible citizens. To this end, the District reaffirms the School Library Bill of Rights of the American Library Association in asserting that the responsibility of the school library is:
- a. To provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities, and maturity levels of the pupils served
 - b. To provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards
 - c. To provide a background of information which will enable pupils to make intelligent judgments in their daily life
 - d. To provide materials on opposing sides of controversial issues, so that young citizens may develop under guidance the practice of critical reading and thinking
 - e. To provide materials representative of the many religious, ethnic, and cultural groups and their contributions to our American heritage
 - f. To place principle above personal opinion and reason above prejudice in the selection of materials of the highest quality, in order to assure a comprehensive collection appropriate for the users of the library.
- B. The Board shall provide a wide range of library materials at varying levels of difficulty, with diversity of appeal and the presentation of different points of view to meet the needs of students and teachers and to implement and support the District's educational goals and academic standards.

II. DEFINITIONS

Library materials are all print and non-print resources in a school library for use by students and faculty in that school. Examples of library materials include nonfiction and fiction books, magazines, reference books, supplementary titles, multimedia and digital materials, software, and instructional material.

III. POLICY

- A. Selection of Materials
- a. Responsibility for the selection of library materials is delegated to library personnel through the principal of each school. The selection process shall (1) involve open opportunity for consultation with faculty and students; (2) be based on an evaluation of

the proposed materials by the librarian, library staff, and educators within the school; and (3) be guided by the principles incorporated in the School Library Bill of Rights, the standards of the American Association of School Librarians, and the School Library Standards of the Pennsylvania Department of Education. The library collection shall be developed systematically, so that it is well balanced and well rounded in coverage of subjects, types of materials, and variety of content.

- b. In evaluating books for purchase and in accepting gift books, library staff shall consider whether the proposed materials:
 - i. Supplement and enrich the subject matter in the curriculum;
 - ii. Reflect the extra-curricular interests of the students;
 - iii. Encourage devotion to, and appreciation for, both informational and recreational reading;
 - iv. Represent the finest choice available in authority, scope, illustration, and format;
 - v. Represent various points of view on opposing sides of a given or controversial issue;
 - vi. Provide for the range of reading abilities and reading skills of students; and
 - vii. Encourage and develop good literary taste.
- c. The subject matter should be accurate, authoritative, and up-to-date in non-fiction materials.
- d. The literary style of the book should be appropriate and effective for the subject matter and for the intended readers.
- e. The value and impact of any literary work must be examined as a whole and not in part – the impact of the entire work transcending individual words, phrases, or incidents in the work.
- f. The library collection shall be continuously re-evaluated in connection with changing curricula, new instructional methods, and the current needs of teachers and students.

B. Discarding Materials

- a. Weeding is the process of withdrawing from the collection those materials no longer suitable for use. Weeding may occur when:
 - i. Materials are in poor physical condition,
 - ii. Materials contain outmoded or obsolete subject content,
 - iii. Materials are no longer pertinent to the curriculum,
 - iv. Materials are no longer of student interest,
 - v. Materials are superseded by more current information; and/or
 - vi. Gifts are not appropriate for the library.
- b. Weeding should be a continuous process. When a book, filmstrip, record, study print, or other piece of material is too badly worn to be used, it should be withdrawn from the collection and discarded. If the usefulness of the material warrants it, the discarded title should be reordered.
- c. If a weeded book is not permanently damaged or worn beyond usefulness and/or library books are replaced with new editions, the following procedures would apply:
- d. Teachers will be given the first opportunity to obtain copies for classroom library resources.
- e. Efforts will be made to sell the used library books to companies that purchase used books in accordance with the School District's existing procedures for disposing school property.

- f. Student or school organizations will be given the opportunity to purchase the weeded materials.
 - g. Books will be made available to the public.
 - h. Remaining books will be discarded.
 - i. The procedure for discarding books will follow Policy 714: Disposal of Excess and Obsolete School District Supplies, Equipment, Furniture, & Other Property.
- C. Challenged Materials
- a. The following procedures will be followed when a citizen challenges the appropriateness of a library collection item:
 - i. Complainant shall be asked to complete a Citizen Report for Reconsideration of a Book form.
 - ii. The Citizen Report will be forwarded to a Library Review Committee, appointed by the Superintendent, which will consist of the librarian, the reading specialist, the principal, and a teacher from the school concerned plus an appropriate central office administrator.
 - iii. A meeting of the Library Review Committee shall be scheduled within five (5) school days of receipt of the completed Citizen Report.
 - iv. The material will be judged by the Library Review Committee as to its conformance to the criteria listed in this policy.
 - v. The written decision of the Library Review Committee shall be forwarded to the Superintendent, who will in turn inform the Board of School Directors and Complainant of the decision.
 - vi. If the Complainant is dissatisfied with the decision, a request may be submitted through the Superintendent to the Board of School Directors, who shall then render a final decision as to the appropriateness of the challenged materials after reviewing the Citizen Report and the Library Review Committee's written decision.
 - vii. The book or material will remain in circulation until the process is completed.

IV. DELEGATION OF AUTHORITY

The Superintendent or designee shall develop administrative guidelines to implement this policy, as needed.

V. REFERENCES

24 P.S. 801
 24 P.S. 803
 Pol. 714

ATTACHMENT: Citizen Report for Reconsideration of a Book Form



Citizen Report for Reconsideration of a Book Form

Under [Board Policy #144 Selection of School Library Materials](#), the Wissahickon Board of School Directors delegates the responsibility for the selection of library materials to library personnel through the principal of each school. The procedures for when a citizen challenges the appropriateness of a library book are outlined in Board Policy #144 Selection of School Library Materials.

The completion of this form, *Citizen Report for Reconsideration of a Book Form*, is the first step in those procedures. If you wish to request reconsideration of school library resources, please return the completed form to the school principal.

Your Contact Information

- a. Your First and Last Name:
- b. Address:
- c. Phone Number:
- d. Email Address:
- e. Date:
- f. Affiliation to the Wissahickon School District (check one)
 - Currently enrolled student/family
 - Alumni
 - Community Member
 - Business or Organization
 - o Name of organization:

Challenged Library Book(s)

Name of Book

1. Title:
2. Author:



Wissahickon School District

www.wsdweb.org

Comments

1. What brought this book to your attention?
2. Have you examined the entire book? If not, what sections did you review?
3. What concerns you about the book?
4. Are there book(s) you suggest to provide additional information and/or other viewpoints on this topic?
5. What action are you requesting the committee consider?