

## **POLICY FOR SELECTION OF MEDIA CENTER MATERIALS**

### **I. Introduction**

The purpose of this Selection Policy is to provide guidelines for the selection and review of the print, non-print, and digital resources, excluding textbooks, which reflect the philosophy and goals of the Colby School District. This policy outlines the responsibility, objectives, and criteria for selection, as well as the procedures for both selection and reconsideration of materials.

The term “digital resources” refers to those that the Library Media Specialist has selected for use – specifically; online services subscribed to annually, or designated curriculum-based sites on the World Wide Web. Library Media Services does not control materials that may be available from other Internet sites, and use of the network is subject to the Colby School District Acceptable Use Policy on file in order to use library and district computers to access the Internet.

It is the role of the Colby School Board to establish written policies, procedures, and rules of operation of the schools in the District. It is the policy of the Colby School District (1) to provide a wide range of instructional materials in its media centers on all levels of difficulty, with diversity of appeal, and the presentation of different points of view, (2) to provide for personal interests and recreational reading, and (3) to allow review of allegedly inappropriate instructional materials through the established procedures.

The Colby School District shall not discriminate in the selection and evaluation of instructional materials on the basis of sex, race, color, national origin, ancestry, creed, religion, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability or handicap. Discrimination complaints shall be processed in accordance to established procedures.

In accordance with Wisconsin Statutes, the school board shall “provide adequate instructional materials, texts and library services which reflect the cultural diversity and pluralistic nature of American society.”

### **II. Responsibilities for Selection of Library Media Materials**

- A. The Colby School District Board of Education is legally responsible for the selection of the library media center materials. This responsibility is delegated by the Board of Education to the professionally trained and certified library media specialist employed by the school system.
- B. While teachers, students, administrators, and citizens are encouraged to be involved, the responsibility for coordinating and recommending the selection and purchase of library media materials rests with the library media specialist who is certified and has professional training and experience in materials selection.
- C. Responsibility for coordinating the selection and purchase of textbooks shall, in all cases, include the teachers involved and appropriate administrative staff. The recommendation, when approved by the superintendent, shall for the basis for purchase. Materials shall be evaluated for reading level, content consistent with curriculum and gender as well as other bias.

### **III. Objectives of Selection**

The Colby School District recognizes that it is the primary objective of the library media program to implement, enrich, and support the educational programs of the schools. It is the duty of the library media program to provide a wide range of materials on all levels of difficulty, with diverse appeal and with presentation of different points of view.

In order to assure that the school media program is an integral part of the educational program of the school, the following selection objectives are adopted:

- A. To provide materials that will enrich the student as an individual and support the curriculum, taking into consideration individual needs and the varied interests, abilities, socio-economic background and maturity levels of the students served.
- B. To provide materials in an appropriate and current format to effectively teach the curriculum.
- C. To provide materials that will stimulate growth in knowledge and develop literary, cultural and aesthetic appreciations.
- D. To provide a background of information which will enable students to make intelligent judgments in their daily lives.
- E. To provide materials on the many sides of issues, beliefs and ideas to help develop the habit of critical and rational thinking in forming judgments.
- F. To provide materials reflective of the pluralistic nature of global society.
- G. 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 media collection appropriate for the users.
- H. To anticipate and meet needs through awareness of subjects of current interest.
- I. To provide comprehensive collections of materials for current instructional programs.
- J. To provide materials with a recent copyright date as appropriate to the subject.
- K. To ensure that all bilingual programs have a diverse and wide range of materials available.

LEGAL REFERENCE: Wisconsin Stats. 118.03(2), 118.13, 120.10(15), 121.02(1)(h)  
Wisconsin Admin. Code PI 8.01(2)(h)

CROSS REFERENCE: Policy #361-Rule – Procedures for Instructional Materials Selection and Reconsideration