

Library Information and Technology Programs Procedure

A. Library Collection Development

This procedure guides Library Media Specialists 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.

B. 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.

C. Suggestions for Acquisition:

Suggestions for acquisition of literary electronic resources may originate from students, parents, community members and teachers. Library information and technology staff will weigh requests, evaluate materials, and select those which fulfill the needs of the instructional program. Library Media Specialists, in collaboration with building administration, determine final selections.

D. Selection

1. In selecting materials for purchase, the Library Media Specialist evaluates the existing collection and consults reputable, unbiased, professional-prepared selection aids including, but not limited to:
 - a. Professional Organizations
 - American Library Association
 - Young Adult Library Services Association
 - Washington Library Association
 - Pacific Northwest Library Association
 - National Science Teaching Association
 - National Council of Teachers of English
 - National Council for the Social Studies
 - National council of Teachers of Mathematics
 - b. Current review journals

- AAAS Science Books and Films
- Kirkus Reviews
- School Library Journal
- Bulletin of the Center for Children's Books
- Horn Books
- VOYA
- Booklist
- Common Sense Media
- c. Literary Award Winners
 - ALEX Award Winners
 - Newbery Award Winners
 - American Library Association Award Lists
 - American Indian Youth Literature Award Winners
 - Stonewall Book Award Winners
 - Lambda Literary Award Winners
 - Best of (current year) books
- 2. Before purchasing new library materials for the collection, the Library Media Specialist will engage in ongoing collaboration with other NKSD Library Media Specialists and their building principals to ensure materials align with the requirements below. Materials selected for placement in the school library will:
 - a. Support and be consistent with the general educational goals of the State of Washington and North 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, and to make informed judgments in their daily lives;
 - h. Withstand scrutiny based on their strengths rather than 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.

E. Gifts/Donations

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

F. 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 Library Media Specialist will evaluate the library collection on a continuing basis in order to assure that the collection meets the mission statement and goals of the North Kitsap School District.

G. 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.

H. Request for Reconsideration of Library Media Materials

District residents or staff members wishing to make a complaint regarding library resources will be asked to direct their initial complaint to the Library Media Specialist, who will consider both the person's right to express an opinion and the principles of intellectual freedom. Books will not be removed for the purpose of censorship or to remove ideas from the library, and any challenged book will remain on the shelf during the informal and formal reconsideration process. The steps outlined in the Informal Reconsideration should be taken before a Formal Reconsideration form is submitted.

1. Informal Reconsideration

District residents or staff members wishing to make a complaint regarding library resources will be asked to direct their initial complaint to the Library Media Specialist. The Library Media Specialist will attempt to resolve the issue informally by:

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

Based on the discussion, the Library Media Specialist may consider de-selection of the material based upon the criteria set forth in this procedure. If the informal process does not resolve the matter, the complainant may submit a formal request for reconsideration of Library resources. The library materials in question will remain in the collection until the process is completed and a final decision is made.

2. Formal Reconsideration

If a district resident or staff member does not agree with the decision of the Library Media Specialist during the Informal Reconsideration process, they should reach out to the building principal. The principal will provide the complainant with the [*Request for Reconsideration of Library/Media Materials*](#) form along with a copy of this procedure. District residents or staff members may submit up to two *Request for Reconsideration of Library/Media Materials* per school year.

The Instructional Materials Committee (IMC) will convene up to three times a year— Fall, Winter, and Spring— to review any submitted *Request for Reconsideration of Library/Media Materials*. The IMC 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 IMC will determine which five will be reviewed based on the totality of circumstances, including reviewing if the challenger has students in NKSD 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 IMC meeting, a *Request for Reconsideration of Library/Media Materials* must be submitted at least 15 school days prior to the scheduled meeting date. This will ensure the IMC has adequate 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. The complainant must verify having read the material in its entirety, or the IMC will not consider the request to reconsider the materials.

When reviewing a challenge to library materials, the IMC will:

- a. Examine the Request for Reconsideration form;
- b. Read and evaluate the book/material in question;
- c. Consult district Curriculum Specialist and/or district content area experts to help inform discussion and decision as needed.
- d. The consulted Curriculum Specialist and/or district content area experts may attend the IMC and participate in the discussion; however, they will not vote on the final decision unless they are an existing member of the IMC.
- e. 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;
- f. Discuss the book/material in the context of the educational program and the audience for which it was selected;
- g. 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
- h. 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 IMC will not base its decision on potential disagreement with given ideas or viewpoints.

The decision of the IMC may be appealed by a concerned party to the Board of Directors by submitting a written request to the office of the superintendent or designee. The purpose of the Board of Director’s review will be to determine whether the committee applied the appropriate criteria and followed the proper process.

If the correct criteria and process were followed by the Instructional Materials Committee, the decision of the committee stands. The Board of Directors may direct the IMC to reconvene if it is determined steps a-h above were not completed.

The superintendent or designee 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.

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North Kitsap School District