

**Recommended**

**WASHINGTON CENTRAL UNIFIED  
UNION SCHOOL DISTRICT**

**Board of Directors' Policy**

**LIBRARY MEDIA CENTER  
SELECTION & RECONSIDERATION**

**POLICY:**           D22          

**WARNED:**           12.20.23          

**ADOPTED:**           1.3.24          

**EFFECTIVE:**           1.3.24          

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**Introduction**

The WCUUSD Board recognizes that it is the primary objective of the instructional program and the library media centers to implement, enrich, and support teaching and learning, and the education programs in our schools. By accessing a wide range of materials at all levels of difficulty which offer a diversity of appeal and presentation of different points of view, our students will expand their knowledge and hone their skills.

The WCUUSD supports the free exchange of ideas as a vital element of our democracy and in our public schools. Access to instructional and library media materials that foster critical thinking and respectful civil discourse are important to our students as they prepare to be responsible and involved citizens in our democracy.

To assist with the selection of materials, the Board endorses the Library Bill of Rights, as adopted by the American Library Association. The Library Bill of Rights asserts that the responsibility of the school library is to:

- Provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities and maturity levels of the students served
- Provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards
- Provide a background of information that will enable students to make intelligent judgements in their daily lives
- Provide materials on opposing sides of controversial issues so that young citizens may develop with guidance the practice of critical reading and thinking
- Provide materials which are representative of the many religious, ethnic, and cultural groups and their contributions to our American heritage
- 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.

## Definitions

For the Purpose of this Policy:

1. **Media** include all materials considered part of the library collection.
2. **Library Media Center** is the space, room or complex of rooms and spaces designated as a library, media center, instructional materials center, or similar term managed by Library Media Staff and ~~certified~~ licensed School Librarians.
3. **School Librarian** is an educator who meets the competencies of the School Librarian endorsement as articulated by the Vermont Agency of Education.
4. **Library Media Staff** is made up of but not limited to administrative assistants and paraprofessionals, whose job includes managing library materials.

## Responsibility & Implementation

1. While the Board retains its authority to approve the selection of instructional materials, it recognizes the educational expertise of its professional staff and the need for staff to be involved in the recommendation of instructional materials. The Board delegates responsibility for the selection of instructional materials and library-media resources to the professionally trained personnel employed by the District, subject to the criteria and procedures for selection and the Board policy on challenged materials. Responsibility for the selection of all library materials is delegated to the School Librarian through the principal. The selection process involves open opportunity for consultation with administrators, faculty, and students.
  - a. Selection is based upon evaluation:
    - i. By the School Librarian
    - ii. Through the use of resources which includes, but is not limited to: library journals, publications, professional development, and learning communities
2. In selecting materials the School Librarian is guided by: the principles incorporated in the School Library Bill of Rights, the Freedom to Read Statement, and the standards and best practices adopted by the American Association of School Librarians and the American Library Association. The WCUUSD school libraries embrace the ALA Library bill of Rights except where required by law to comply with the Children's Internet Protection Act, USC Title IVII, §§1701 *et seq.*
3. The collection will be developed systematically ensuring equitable and inclusive access to:
  - a. Materials in a variety of formats (print, digital, etc.) which will support the curricular, academic interests, personal interests, and the personalized learning pathways of the diverse viewpoints and identities of the members of our learning and global communities.
4. Selection is an ongoing process overseen by the School Librarian which shall include the removal and/or replacement of materials using a variety of criteria which includes but is not limited to: outdated and/or inaccurate information, lost or worn materials which are still of value to our learning community, low circulation, etc.

5. All gift materials and donations will come under the same selection policy as those purchased by the library. If these gift materials cannot be used by the school, they will either be sold and the profits used for the Library Media Center or given to someone who can use them.
6. Library materials are communal property. Borrowers are expected to make arrangements with the School Librarian and/or the Library Media Staff for damaged or lost materials.
7. Despite the care taken to select materials for student and teacher use and the qualifications of the persons who select the materials, the Board recognizes that occasional objections may be raised by students, parents/guardians, employees or residents of the District. Challenges from individuals not in one of those identified groups will not be considered. In the event a complaint is made, the following procedures will apply:
  - a. All complaints about Library Media Center materials shall be brought to the immediate attention of the School Librarian who will contact the complainant to discuss the complaint.
  - b. If the complainant is not satisfied, they may submit a request for review of library media center materials to the Principal.
  - c. Upon receipt of the request, the Principal will form a committee made up of the School Librarian, a member of the professional staff and a community member. All sides of the question will be discussed thoroughly and a decision rendered. The media review committee will read and view the material in question, weigh its contested element against existing selection criteria, and write a report explaining the action taken. The Principal is responsible for sending a copy of the report and decision to the complainant and the Superintendent. The report will be provided to the complainant within 30 school days of the original request. Additional time may be requested by the principal.
  - d. Should the complainant remain unsatisfied, they may take the complaint to the Superintendent. The Superintendent will review the committee's report to determine if the policy and procedures were followed. The Superintendent will respond to the complainant in writing within 30 school days of receiving the request to review the principal decision.
  - e. Should the complainant still remain unsatisfied, they may take the complaint to the School Board. The board shall hear the complaint in a fair and just manner. The Board shall render a decision within 45 school days of the hearing, which must include a summary of facts and basis for the decision. The Board's decision will be final.
  - f. Access to challenged material shall not be restricted during the complaint process.

*Reference Materials:*    *School Library Bill of Rights*  
                                  *Freedom to Read Statement*  
                                  *Standards and best practices adopted by the American Association of*  
                                  *School Librarians and the American Library Association*  
                                  *Children's Internet Protection Act, USC Title IVII, §§1701 et seq.*