

# **BUUSD LIBRARY PROCEDURES**

## **for**

### **Selection, Deselection, Donations, and Reconsideration of Materials**

#### **District Vision**

A rock solid education for a lifetime of discovery.

#### **District Mission**

To build a community of curious learners that empowers student voice and exploration through education, character development, and perseverance, so our students can take on the world's greatest challenges.

### **INTRODUCTION**

The school library program, an integral part of the total BUUSD curriculum, is the vehicle that provides opportunities for students to master information literacy skills and develop a lifelong interest in reading and learning. Every student must have access to a thoughtfully selected, integrated library collection that reflects the curriculum and diverse needs of the school community.

#### **Supporting Intellectual Freedom**

The BUUSD school libraries are guided by the Library Bill of Rights and its interpretive statements including "Access to Resources and Services in the School Library Program" and the VSLA Freedom to Read Statement. See Appendix.

### **SELECTION**

#### **Objectives and Responsibility for Selection**

Responsibilities for actual selection of school library materials shall rest with the certified library media specialist who may seek input from teachers, other professional staff, and students in order to support and enrich a school's educational program. The library media specialist will be responsible for creating/maintaining a collection to support curriculum and instruction, promote literacy and a love for lifelong learning, encourage diversity and inclusivity, and grow students' recreational reading. The collection will be current, diverse in format and content, and reflect a wide range of reading abilities.

#### **Criteria for Selection**

- Support and enrich the curriculum and/or students' personal interests and learning.
- Meet high standards in literary, artistic, and aesthetic quality; technical aspects; and physical format.
- Be appropriate for the subject area and for the age, emotional development, ability level, and social, emotional, and intellectual development of the students for whom the materials are selected.
- Incorporate accurate and factual content from authoritative sources.
- Earn favorable reviews in standard reviewing sources and/or favorable recommendations based on preview and examination of materials by the library media specialist or other professional personnel.
- Exhibit a high degree of potential user appeal and interest.

- Represent differing viewpoints on controversial issues.
- Provide a global perspective and promote diversity by including materials by authors and illustrators of all cultures.
- Include a variety of print and nonprint resources, including ebooks, databases, multimedia, and other emerging technologies.
- Demonstrate physical format, appearance, and durability suitable to their intended use.
- Library materials should be evaluated for cost effectiveness in terms of accessibility, amount of use, and durability.

## **DONATIONS**

Gifts and donations to BUUSD school libraries are accepted with the understanding that the decision for use and disposition of the materials and/or funds will be determined using the same selection criteria as purchased materials. All materials shall be judged by the selection criteria and be accepted or rejected based on said criteria. Gifts and donations, like purchased resources, will be removed from the collection at the discretion of the library media specialist and following deselection criteria.

## **DESELECTION**

### **Objectives and Responsibility for Deselection:**

Deselection (weeding) is an essential element of collection development that ensures BUUSD's school libraries are relevant, accurate, and meet the needs of its school community. Collections must change over time in order to remove materials that are no longer relevant to the curriculum or of interest to students. Deselection is a continual evaluation of resources intended to remove items from the libraries' collections that are no longer useful or relevant. The responsibility of deselection rests with the library media specialist.

### **Criteria for Deselection:**

The library media specialist may use the CREW method (Continuous Review, Evaluation, and Weeding) and/or MUSTY (Misleading or obsolete, Ugly or worn out (physically unappealing), Superseded by a newer version, or Your collection no longer needs the item) as well as other methods in order to guide deselection. Yearly inventory is critical to this process. Destiny, through its inventory and collection analysis tools, can also be used to determine losses and remove damaged or worn materials which can then be considered for replacement.

## **RECONSIDERATION**

Despite the careful selection of library materials and the qualifications of the library media specialist involved in the selection process, objections to library materials deemed offensive or inappropriate may occur. Any resident, employee, or student of BUUSD may express an informal concern or formal request for reconsideration of a library resource.

Persons with a complaint about library print or digital resources should state their concerns to the library media specialist or principal. The library media specialist or principal will listen attentively to the concerns and attempt to resolve the issue informally. As part of the discussion, they will explain the library's selection policy, selection criteria, and the diversity of the collection with resources from many points of view. Any informal concerns/complaints should be documented and shared between the library media specialist and principal.

*If the complaint is not resolved informally*, the library media specialist or principal will explain the formal reconsideration process and provide the individual with copies of the reconsideration procedures, including a Request For Reconsideration of Materials form. If there is concern on multiple items, a separate form must be completed for each item. All formal complaints will be reported to the principal, whether received by telephone, personal conversation, letter, or email.

### **Reconsideration of Materials Procedure:**

1. The complainant will be asked to complete a Request for Reconsideration of Materials form. The complainant shall return the Request within 10 school days. This report will be forwarded to the superintendent, who will then inform the school board.
2. The Request for Reconsideration of Materials Form will be forwarded to a Library Reconsideration Committee, appointed by the superintendent. The committee will consist of at least two district librarians, the building principal, the Director of Curriculum, and at least one grade level teacher.
3. A meeting of the Library Reconsideration Committee will be scheduled within one week of receipt of the Request for Reconsideration of Materials Form. The committee will have 30 calendar days to deliver the decision to the superintendent.
4. Material will be judged by the Library Reconsideration Committee as to its conformance with the criteria for selection listed in the selection policy.
5. The written decision of the Library Reconsideration Committee will be forwarded to the superintendent who will inform the school board and complainant of the committee's decision within 10 school days of receipt of the decision.
6. If the complainant is dissatisfied with the decision, a written request may be submitted to the superintendent for a review of all proceedings by the school board who will render a final decision as to the appropriateness of the materials in question.
7. Library materials will remain in circulation and not be removed or restricted from use as a result of an informal complaint or one that has been formally challenged until the process is completed.

### **Appendix**

Access to Resources and Services in the School Library: An Interpretation of the Library Bill of Rights

<https://www.ala.org/advocacy/intfreedom/librarybill/interpretations/accessresources>

Library Bill of Rights

<https://www.ala.org/advocacy/intfreedom/librarybill>

Vermont Libraries Freedom to Read Statement

<https://vsla.wildapricot.org/13419601>

*Request For Reconsideration of Materials*

*The school board has authorized the use of this form. Until it is completed and returned to the principal, no formal reconsideration of materials will occur. This request must be completed and returned within 10 school days or the complaint will be considered resolved.*

*Request initiated by:* \_\_\_\_\_

*Address:* \_\_\_\_\_

*Telephone:* \_\_\_\_\_

*School Involved:* \_\_\_\_\_

*Do you have a child in the school concerned?*      Yes                      No

*Do you represent:*

\_\_\_\_\_ *Yourself*

\_\_\_\_\_ *An organization or group?*\_\_\_\_\_

*Material to be Reconsidered:*

*Author/Producer:* \_\_\_\_\_

*Title:* \_\_\_\_\_

*Publisher:* \_\_\_\_\_

*Copyright Date:* \_\_\_\_\_

*Type of Material*

\_\_\_\_\_ *Book* \_\_\_\_\_ *Online* \_\_\_\_\_ *Magazine* \_\_\_\_\_ *Audiobook* \_\_\_\_\_ *Video* \_\_\_\_\_ *Other*

*What brought this material to your attention?*

\_\_\_\_\_

\_\_\_\_\_

*Did you examine the material in its entirety?*

\_\_\_\_\_

\_\_\_\_\_

To what do you object? Please be specific and cite passages and pages.

\_\_\_\_\_

What do you feel might be the result of using this material?

\_\_\_\_\_

Would you recommend this material for a different age group? If so, for what group?

\_\_\_\_\_

Is there anything good about this material?

\_\_\_\_\_

What do you believe is the theme or purpose of this material?

\_\_\_\_\_

\_\_\_\_\_

Are you aware of professional evaluations of this material?

\_\_\_\_\_

What would you like the school to do about this material?

\_\_\_\_\_

\_\_\_\_\_

What resources do you suggest to replace or to provide additional information on this topic?

\_\_\_\_\_

\_\_\_\_\_

Would you like to appear before the Materials Review Committee? \_\_\_\_\_ Yes \_\_\_\_\_ No

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Person Receiving the Completed Form: \_\_\_\_\_

Date of Receipt: \_\_\_\_\_

## **Library Reconsideration Committee Guidelines**

Under the best professional standards, reconsideration asks those charged with reviewing a challenged book or other resource to set aside their personal beliefs and evaluate the work in light of the objective standards outlined in the library's materials selection policy. Some best practices for Library Reconsideration Committee members:

- Bear in mind the principles of the freedom to read and base your decision on these broad principles rather than in defense of individual materials. Based on the First Amendment, the freedom to read is essential to our democracy.
- Read or view all materials referred to you including the full text of the material in question, available reviews, and notices of awards, if applicable.
- Review the Selection and Reconsideration policies and procedures. The committee's recommendation is to be an objective evaluation of the material within the scope of a library's selection policy.
- Passages or parts of the work in question should not be pulled out of context. The values and faults should be weighed against each other and the opinions based on the materials as a whole.

### **Reconsideration Appendix**

[Timeline Template](#)

[Process Checklist](#)

[Meeting decision Template](#)