
LIBRARY INFORMATION AND TECHNOLOGY PROGRAMS: 2021P

The Superintendent/designee is charged with the responsibility of selecting library/media center instructional materials for the Federal Way School District. “Library materials and electronic resources” are defined as those instructional materials, print and non-print, that are designed to supplement and enhance primary instructional materials. Library instructional materials are not assigned to large groups nor is the reading or viewing of such materials mandatory in order to fulfill the requirements of a course of study.

Criteria for Selection:

Selection of materials is a continuous process, as new materials become available daily. The factors to be employed in selection are:

- A. Needs of the school, curriculum and/or individual student (the program should provide a wide range of materials on appropriate levels of difficulty with a diversity of appeal and presentation of a variety of viewpoints);
- B. Artistic and literacy quality;
- C. Reliability and breadth of information with particular concern for the contributions (current and historical) of both sexes and members of the several specific religious, racial/ethnic, political and cultural groups;
- D. References to sex, profanity, obscenity subjected to a stern test of literary merit and reality; and
- E. Professional reviews. The library staff employs professional reviewing materials, the judgments of other professionals—teachers and librarians—to aid in the selection process. Professional reviewing materials include:
 - 1. Current review journals like – AASA Science Books and Films, American Film & Video Association Evaluations, Kirkus Reviews, Media and Methods, School Library Journal, Bulletin of the Center for Children’s Books, Horn Book, KLIATT, VOYA, Booklist and other professional and commercial periodicals which review materials objectively. These reviews should also coincide with and help inform FWPS’ internal review process for instructional materials.
 - 2. Published lists of appropriate materials – American Historical Fiction, Basic Book Collection for Elementary Grades, the Best in Children’s Books, Children and Books, Children’s Catalog, Elementary School Library Collection, European Historical Fiction and Biography, Guide to Sources in Educational Media, Junior High School Catalog Reference Books For School Libraries, Subject Guide To Children’s Books in Print, Subject Index to Books for Intermediate Grades, Subject Index to Books for Primary Grades, and Westinghouse Learning Directory; plus Washington State Superintendent of Public Instruction Books for School Libraries; and other professional publications which evaluate materials.

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Periodical or serial publications (magazines, newspapers, journals, in-house publications, tabloids) selection criteria shall meet the same basic criteria as all other materials.

Free and no cost supplemental instructional materials and equipment shall be utilized in schools only if they meet the criteria for selection of instructional materials.

Gifts/Donations:

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

Assessment and Considerations for De-selection:

De-selection (weeding out) 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. Library staff will evaluate the library collection on a continuing basis to ensure that it meets the school's/district's goals and instructional needs.

Library staff will consider the following in deciding what materials to de-select:

1. Whether the subject matter is out of date or no longer relevant to the instructional program
2. Whether the item is worn, soiled, missing pages, antiquated in appearance, or unattractive
3. Whether the item has circulated within a reasonable amount of time
4. Whether a newer edition has superseded the item
5. Whether the materials perpetuate cultural, ethnic, or sexual stereotypes
6. Whether the materials aren't appropriate for students' reading levels
7. Whether the materials contain appropriate subject matter for the age, emotional development, and social development of the students for whom they were selected
8. Whether there are already multiple copies of an item

Complaints or Concerns About Materials:

Complaints and/or concerns about the use and/or availability of specific materials should follow the process as outlined in Administrative Procedure 2018P.

The decisions made under any of the complaint or concern process must comply with RCW 28A.320.233, will be based on the criteria for selecting and de-selecting library materials described in this procedure, and may apply only to the student or students whose parent submitted the request to review and reconsider.