

## **Procedure - Library Information and Technology Programs**

### **Library Collection Development**

This procedure guides teacher-librarians 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 district's educational program.

To best meet the unique needs of each school, the district will strive to create a library collection based on an assessment of student and staff needs. This will be accomplished by the following:

1. Providing curricular and personal resource materials for students and faculty
2. Providing materials that meet the interests, vocabulary, maturity, and ability levels of all students
3. Providing a diversity of materials to achieve a balance of sources and perspectives
4. Fostering reading as a lifelong activity through pleasurable exposure to printed and digital materials
5. Including materials in the collection because of their academic, literary, or artistic value and merit

### **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.

### **Suggestions for Acquisition**

Students, parents, community members, or teachers may suggest materials for the district to acquire. Library information and technology staff will weigh requests, evaluate materials, and select those materials that fulfill the needs of the instructional program. Teacher-librarians in each school determine final selections.

### **Selection**

Teacher-librarians will use multiple sources to select materials. Those sources may include the following:

Vendor catalogs, 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.

Teacher-librarians may also use 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, and Booklist.

All items selected for placement in the school library will do the following:

1. Support and be consistent with the state's and district's general educational goals and the aims and objectives of individual schools and specific courses
2. Support and be consistent with school library media and information literacy standards established by the American Association of School Librarians and the content area standards established by the Office of the Superintendent of Public Instruction
3. Meet high standards of quality in factual content and presentation
4. Contain appropriate subject matter for the age, emotional development, ability level, learning styles, and social development of the students for whom they are selected
5. Serve the intended purpose for library materials in both physical format and appearance
6. Help students gain an awareness of our pluralistic society
7. Motivate students and staff to examine their duties, responsibilities, rights, and privileges as participating citizens in our society and make informed judgments in their daily lives
8. Withstand scrutiny based on their strengths
9. Clarify historical and contemporary forces by objectively presenting and analyzing intergroup tension and conflict, emphasizing recognizing and understanding social and economic problems

### **Gifts/Donations**

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

### **Collection Assessment**

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. Teacher-librarians will evaluate the library collection on a continuing basis to ensure that it meets

the district's mission statement and goals.

### **Considerations for De-selection**

Teacher-librarians 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

### **Requests for Review and Removal of Library Media Materials**

1. **Request for Review:** A parent or legal guardian of a student enrolled in the district (a "parent") may submit a written request to review and remove library materials to the applicable teacher-librarian and principal.
2. **Seeking Resolution:** If the parent requests, the school will arrange a meeting with the parent, the principal, and the teacher-librarian to address the parent's concerns and find solutions.
3. **Principal's Decision:** If the issue cannot be resolved, the principal, in consultation with a teacher-librarian, will review the materials and issue a written decision on whether to remove them. The decision must be issued within 30 days of meeting with the parent or within 60 days of receiving the request to review and remove if the parent doesn't request a meeting.
4. **Appeal Process:** If the parent or teacher-librarian disagrees with the principal's decision, they may appeal to the superintendent or designee in writing. The superintendent's or designee's decision is final and cannot be appealed. Once the final decision is made, the same materials may not be reconsidered for at least three years unless the superintendent determines a significant change in circumstances arises.

The decisions made under this 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.

### **Excluding Student from a Program/Opt-Out**

Upon a parent/guardian's written request based on sincerely held religious beliefs, the District will excuse a student from identified lesson(s) or material(s) and provide a reasonable, non-stigmatizing alternative. Excused students will not be penalized academically. Requests should specify the material or unit; the District will respond within five (5) school days.

Adopted: **07/11/22**  
Classification: **Discretionary**  
Revised Dates: **06.25; 12.25**

---

© 2020-2025 Washington State School Directors' Association. All rights reserved.