

LIBRARY INFORMATION AND TECHNOLOGY PROGRAMS

POLICY:

The purpose of the Lake Stevens School District library information and technology programs is to support student mastery of the essential academic learning requirements and state standards in all subject areas. The programs will provide a broad, flexible array of services, resources, technology support, and instruction.

The Library Media Specialist, through the library information and technology programs, will collaborate with educators, administrators, students, and support staff as an instructional partner and information specialist to help all students meet the content goals in all subject areas and, when applicable, to assist high school students in completing their High School and Beyond Plans.

Additionally, the Library Media Specialist's duties may include, but are not limited to, integrating information and technology into curriculum and instruction; providing instruction to students and staff regarding use of emerging learning technology; providing instruction to students as to appropriate use of computers and mobile devices at school; helping teachers and staff access and use information ethically; instructing students in digital citizenship; promoting a culture of reading within the school community; and providing individual support and guidance for students.

The Superintendent, in partnership and collaboration with the LSSD Library Media Specialists, will establish procedures for the selection of materials with the understanding that media literacy resources will consist of a wide range of sources and diverse and inclusive perspectives that mirror the individual lives of students and provide windows into a wider reality of people, cultures, and values beyond their own lived experiences. Citizens who wish to express a concern about specific material included in the collection may do so according to the procedures outlined in this policy's procedures, with the understanding that the criteria and rationale for reconsideration of library resources differs from the criteria and rationale for reconsideration of classroom/curricular instructional materials.

Legal References:

RCW 28A.320.230 - Instructional Materials — Instructional materials committee

RCW 28A.320.240 - School Library Media Programs — Stocking of libraries — Teacher - Librarians

WAC 392-204-005, 009, 020, 025, 055 Library Media Centers:

WAC 392-204-005 Purpose and authority

WAC 392-204-009 Definitions

WAC 392-204-020 School library media program

WAC 392-204-025 Services

WAC 392-204-055 Other sources

American Library Association Library Bill of Rights

Cross References:

Policy No. 1340: Gifts to School District or Individual Schools

Policy No. 6008: Instructional Materials and Methods

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PROCEDURES:

A. Library Collection Development

These procedures guide the Library Media Specialists and inform 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 wide range of sources and diverse and inclusive perspectives that mirror the individual lives of students and provide windows into a wider reality of people, cultures, and values beyond their own lived experiences;
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 programs 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 or electronic resources may originate from students, parents, community members, teachers, and other staff members. Library information and technology staff will weigh requests, evaluate materials, and select those which fulfill the needs of the instructional program. The Library Media Specialists in each school determine final selections.

D. Selection

1. Sources for the selection of materials include but are not limited to:

a. Vendor catalogs:

Used most often:

- Epic
- Follet Titlewave
- Junior Library Guild
- Orca Books
- Overdrive
- Sora App
- Scholastic

Other vendor options:

- 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
- Westinghouse Learning Directory.

b. Current review journals:

- AASA Science Books and Films
- American Film & Video Association Evaluations

- Booklist
 - Bulletin of the center for Children's Books
 - Common Sense Media
 - Horn Book
 - Kirkus Reviews
 - KLIATT
 - Media and Methods
 - School Library Journal
 - VOYA
2. The factors used in the selection of library materials will include some or all of the following:
- a. Support and be consistent with the general educational goals of the State of Washington and the Lake Stevens 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 Washington State Office of Superintendent of Public Instruction;
 - 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 be rejected for their weakness;
 - 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; and
 - j. Inspire a passion for reading based on patron interest.

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 Lake Stevens 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

When a concern is expressed about library resources, the Library Media Specialist will consider both the citizen's right to express an opinion and the principles of intellectual freedom.

1. Informal Reconsideration

Persons wishing to make a complaint regarding library resources will be asked to direct their 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.

If the informal process does not resolve the matter, the complainant may submit a formal request for reconsideration of library resources. Library materials in question will remain in the collection until the process is completed and a final decision is made.

2. Formal Reconsideration

The building principal will be informed whenever a citizen asks for a *Citizen's Request for Reconsideration of Book or Instructional Material*. The Citizen's Request for Reconsideration of Book or Instructional Material form, together

with a copy of the challenged materials process and support materials submitted by the Library Media Specialist, will be furnished to the complainant by the principal.

The formal process will follow the process required by Policy No. 6330's procedures for a written challenge, with the understanding that the criteria and rationale for reconsideration of library materials differs from classroom/district adopted materials.

Step One of the formal process: Once the formal Request for Reconsideration of Book or Instructional Material form is submitted, the school principal will establish an Instructional Materials Ad Hoc Committee from within the school of origin. The members of this committee will include the principal, associate principal, Library Media Specialist, at least two ELA teachers, and teachers or paraprofessionals that may be able to give insight into the materials based on their teaching/staff assignment. The ad hoc committee will:

- a. Examine the Citizen's Request for Reconsideration of Book or Instructional Material form;
- b. Read and evaluate the book/material in question;
- c. 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;
- d. Discuss the book/material in the context of the educational program and the audience for which it was selected;
- e. 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
- f. Provide their recommendations regarding the formal request for reconsideration to the Curriculum Commission.

Step Two of the formal process: Once the Instructional Materials Ad Hoc Committee has made its recommendations, the challenge will be brought before the LSSD Curriculum Commission. When reviewing a challenge to library materials the LSSD Curriculum Commission will:

- a. Examine the Citizen's Request for Reconsideration of Book or Instructional Material;
- b. Read and evaluate the book/material in question;
- c. 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;
- d. Discuss the book/material in the context of the educational program and the audience for which it was selected;

- e. 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;
- f. Base the final decision upon the appropriateness of the material for its intended educational use; and
- g. If a Library Media Specialist is not a representative on the Curriculum Commission then one will be appointed as a representative at the meeting(s) to help the Commission understand the selection process and professional reviews.

The decision of the Instructional Materials Ad Hoc Committee may be appealed by a concerned party to the Board of Directors by submitting a written request to the Superintendent. 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. The Superintendent will notify the concerned parties of the findings of the Board's review.

If the correct criteria and process were followed by the Instructional Materials Ad Hoc Committee, the decision of the committee stands. If it is determined they were not followed, the Board of Directors will determine the outcome of the challenge.

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.