



# CHIPPEWA VALLEY SCHOOLS MEDIA CENTER GUIDELINES AND PROCEDURES

## Abstract

This document identifies the materials selection and deselection guidelines as well as the procedures for formal request for reconsideration of media center materials.

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## **Library Bill of Rights**

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948;

February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

## **CVS Media Centers' Mission Statement**

The Chippewa Valley Schools' Media Center program exists to create an atmosphere that supports diversity, equity and inclusion in the teaching and learning of all students and staff; to encourage the development of critical thinking skills; to ensure the effective and ethical use of ideas, information, and technology; to encourage an appreciation of literature and reading; and to prepare students to be lifelong 21st Century learners.

This mission is accomplished by:

- supporting the school's curriculum and reading initiatives
- stimulating interest in reading, finding, and using information and ideas
- promoting the use of the media center by students and faculty
- providing intellectual and physical access to informational materials in a variety of formats and media
- collaborating with teachers to develop educational strategies to meet the informational needs of students and to augment teaching (high school level)
- providing instruction in information literacy (high school level)
- supporting all technological needs
- ensuring the proficient use of 21st Century technology

# CVS Media Centers' Materials Selection

The following provides guidelines for material selection for Chippewa Valley Schools' Media Centers.

## Objectives

The school library media center shall provide print and non-print materials that will:

- support and enrich all curricular subjects
- present a varied and balanced perspective of the culture, history, activities, and contributions of the persons and groups comprising the diverse fabric of our society, and representative of our communities
- be appropriate for the age and maturity level of the students with whom it is being used
- encourage recreational reading across literary genres
- promote analytical and critical thinking skills
- reflect varied interests, abilities, learning needs, and maturity levels
- supplement classroom learning and activities
- provide students with access to current and emerging technologies.

## Responsibility for Material Selection

The responsibility for the selection of materials in the Library Media Center rests with the certified school library media specialists and staff. Media center staff are knowledgeable of the scope of the school curriculum and the diversity of the students in the school for which materials are provided. The selection of library materials and resources will be in accordance with the procedures for selection described below.

The media specialists and staff subscribe in principle to the statements of policy on philosophy as expressed in the American Library Association's, Library Bill of Rights and Freedom to Read Statement, copies of which are appended to this policy.

## **Criteria for Selection of Materials**

All materials, both print and non-print shall be judged by the following criteria.

Materials shall:

- reflect the curricular needs of the school
- meet high standards of quality in factual content, presentation, artistic and technical quality
- be age appropriate for the grade and interest level at which they are used
- have aesthetic, literary, and social value
- reflect the diversity of our community and society
- provide a balanced perspective representing various viewpoints, with considerations in diversity, equity and inclusion
- be considered as a whole and its merits weighed as such
- be purchased within the constraints of the budget
- be considerate of The American Library Association's Library Bill of Rights & Freedom to Read Statement

## **Gifts and Donations**

The Chippewa Valley Schools' Media Centers welcome donations of books and other resource materials from individuals and organizations, but also reserves the right to refuse materials that do not meet the criteria for selection above.

In addition, financial donations to benefit Chippewa Valley Schools' Media Centers are accepted with the understanding that the library media specialist and staff retain the right to use the funds to purchase materials that are needed for the library, based on the needs of the individual school.

## CVS Media Centers' Materials De-Selection

Material selection is an ongoing process that includes the removal of materials that no longer meet the selection criteria and the replacement of lost and worn materials still of educational value. Thus, books and other materials will be retained or withdrawn with the same care with which they are added.

Materials no longer factually accurate or useful, works that no longer support the curriculum, works in little demand, and books in poor condition that do not warrant reordering will be removed to make space for new titles.

The process of de-selection (weeding) is an integral part of assessing the collection and therefore should be conducted only by a certified library media specialist, and/or media center staff. This keeps collections relevant, accurate, and useful; and it facilitates more effective use of space in the library media center.

Library media materials may be de-selected if they:

- are in poor physical condition
- have not been circulated in the last five years
- are outdated in content, use, or accuracy (Copyright date should be considered. Some older material may be considered classic or may be of great historical value to the collection.)
- are mediocre or poor in quality
- are inappropriate in reading level
- duplicate information that is no longer in heavy demand
- are superseded by new or revised information
- no longer support curricular standards and benchmarks
- are outdated and unattractive format, design, graphics, and illustrations
- contain information that is inaccessible due to lack of table of contents, adequate indexing, and searching capabilities
- were not selected in accordance with approved selection criteria

**Media staff will determine which materials will be withdrawn.** School faculty, the building principal, and the district superintendent may be invited to review the items marked for withdrawal. Withdrawn materials will be transferred to another school if needed, donated where appropriate or discarded when necessary.

## Procedure for Reconsideration

Despite the careful selection of library resources, and the qualification of those involved in the selection process, objections to library resources that are deemed offensive or inappropriate may occur. Any district parent, employee, or student of the school district (complainant) may express an informal concern or formal request for reconsideration of a library resource. No material in question shall be removed from circulation until a final decision has been made. Once a complaint is made the procedures are as follows:

- 1) Any district parent, employee, or student (complainant) wishing to challenge the placement of material in a CVS school library should be directed to the school administrator.
- 2) The complainant will be presented with a packet of materials which includes the district's media center mission statement, the selection policy, the deselection policy, the procedure for reconsideration, and the request for reconsideration of resources form.
- 3) The complainant will return the completed Chippewa Valley Schools' Request for Reconsideration of School Library Resources form to the building principal.
- 4) The building principal will notify the superintendent, the director of curriculum, and the certified library media specialist.
- 5) Upon the receipt of a completed Chippewa Valley Schools' Request for Reconsideration of School Library Resources form, district administration will form a committee to reevaluate the material in question.
- 6) The committee will:
  - include one certified teacher from the district from the level where the reconsideration originated, one parent/legal guardian of a student in the district from the level where the reconsideration originated, a certified school library professional from the school district, school administrator from the level where the reconsideration originated, and the director of curriculum
  - have read, listened to, or viewed the material in its entirety prior to discussion
  - evaluate the material in the light of the CVS Library Media Selection Policy
  - reach a decision as to the appropriateness of the material for the library collection
  - within 30 school days of the meeting, make a written recommendation to retain the material in question or to remove it from the collection

- 7) The committee's recommendation will be reported to the Assistant Superintendent of Educational Services.
- 8) The Assistant Superintendent of Educational Services will review the report. The Assistant Superintendent of Educational Services will inform involved parties of the decision via the following: U.S. Mail, email, or by phone and advise the Superintendent and the Board.
- 9) The original complainant may appeal this decision through a written request to the Assistant Superintendent of Educational Services within 5 school days. The Assistant Superintendent of Educational Services will provide the appeal to the Superintendent.
- 10) The Superintendent shall review the appeal and advise the complainant and Board, in writing, of the decision within 30 school days.



**Chippewa Valley Schools' Media Centers  
Request for Reconsideration of School Library Resources Form**

Name of person making request: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

What school does your child attend? \_\_\_\_\_ Grade \_\_\_\_\_

Title of item: \_\_\_\_\_

Type of media: Book, Video, Magazine, other Author / artist / composer: \_\_\_\_\_

Publisher / producer, if known: \_\_\_\_\_

How did you acquire this item? \_\_\_\_\_

Did you read, view, or listen to the entire item? Yes or No - If no, how much or what parts were read?

\_\_\_\_\_

Is this item part of a series or set? Yes or No - If yes, did you examine other items in the series or set?

Yes or No

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

\_\_\_\_\_

\_\_\_\_\_

Cite objection to material. Include specific examples, quotes, and page numbers.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

For what age or grade level would you recommend this item?

\_\_\_\_\_

Signature of Complainant \_\_\_\_\_

Date \_\_\_\_\_

Please return to building administrator.