

## **MATERIALS SELECTION POLICY WEST CENTRAL SCHOOL LIBRARIES**

### **I. INTRODUCTION**

#### A. Mission

Our Library Mission is to have a useful facility, staffed by helpful librarians, to provide books and a variety of materials for all ages, particularly students in grades kindergarten through twelfth grade.

#### B. Policy Purpose

The purpose of this policy is to inform the public and library staff of the workings and procedures for the library. The community the library serves is extended to all ages of people who live in the county of Minnehaha, but more specifically the students and public who live in the West Central School District, the town and surrounding area of Hartford and Humboldt.

#### C. Definition

The library is a physical facility that provides information and materials of interest and enjoyment for all ages. The facility and its holdings are utilized by the public and the school district. Materials come in a variety of formats and will be offered until a time when they are no longer of use, needed, or in usable condition. The Middle school and High School library are affiliated with the Hartford Branch of Siouxland Libraries. Our materials at the Middle/High school/public library are loaned to other public libraries and we in turn borrow from their holdings. We also have other libraries in our district, namely, the West Central Hartford Elementary library and the West Central Humboldt Elementary library. These elementary libraries only loan out items within the school district. Most of the specific details in this policy refer to the Middle School/High school/ Hartford Branch library, but where it is suitable, it applies to the other elementary libraries as well.

### **II. LIBRARY OPERATIONS**

#### A. Responsibility

The selection and purchase of materials for the school library will be the responsibility of the professional and semi-professional library staff. Any faculty member, student, administrator or parent may make recommendations for materials to be considered for purchase. The library staff is accountable to the head librarian and he/she is accountable to the Superintendent.

#### B. Selection

The criteria for selection is based on overall usefulness, quality, and appeal to reading audiences.

#### C. Gifts

The library accepts clean usable books and reserves the right to decide upon the usefulness to the overall collection. Gifts must come with no restrictions. Money may also be donated.

#### D. Weeding

Materials that are no longer useful to the overall collection are weeded out on an on going basis. Items that become lost, damaged, worn out, or have outdated format are weeded. They may be replaced if: use demands it, no other format can be found with this information, and the item has historical value. Weeded items are resold at a used book sale offered to school staff, or simply thrown away if they are not a re-sellable item. The weeding is done by the professional and nonprofessional staff.

#### E. Copyright issues

The library does not violate copyright laws. We do not take responsibility for individuals who break copyright laws.

#### F. Intellectual Freedom

We uphold the American Library Association Bill of Rights  
<http://www.ala.org/oif/statementspols/statementsif/librarybillrights.htm>

We also affirm the Freedom to Read Statement  
<http://www.ala.org/ala/oif/statementspols/ftstatement/freedomreadstatement.htm>. As a school library we reserve the right to uphold parents' restrictions for students up to the age of eighteen.

#### G. Internet Use

Internet use must be within the school standards. Public computers at this time are only those furnished by Siouxland Libraries. All children's computers are currently filtered.

#### H. Reconsideration of Materials

Occasional objection to a selection may be made by school patrons despite the care taken to select materials and the qualification of persons selecting materials. If a complaint is made, the procedure will be as follows:

1. Refer the complaint to the librarian in charge

2. Complainant is given a “Request for Reconsideration of Library Materials” form so that he/she may submit a formal complaint
3. The formal complaint must be signed upon return to the head librarian.
4. The librarian will inform the building principal in writing after receipt of the formal complaint.
5. The principal will then notify the superintendent and provide him/her with a copy of the formal complaint
6. The principal will appoint a committee with an odd number of members which will be composed of:
  - a. Chairperson (preferably the building principal)
  - b. Two librarians: head librarian and librarian of building
  - c. Two teachers from appropriate grade level or subject matter
  - d. One counselor
  - e. One complainant or representative
  - f. Two parents of students
  - g. Two students may be included at the discretion of the superintendent
7. Material under consideration can be temporarily withdrawn only by the action of the committee, by the administrator in charge or by the school board.
8. The principal will refer the material to the committee to:
  - a. Read and examine materials
  - b. Check general acceptance of the materials by reading professionally prepared reviews
  - c. Weigh values and faults against each other and form opinions based on the materials as a whole and not on passages pulled out of context
  - d. Come to a decision regarding questioned material
  - e. Prepare a written report from the committee to be placed on record with the head librarian, the building librarian, the superintendent, and the complainant.
9. The building librarian will take appropriate action concerning the material upon notification of the decision by the committee.
10. In the event that the complainant is not satisfied with the decision of the committee and wishes to appeal that decision, a meeting will be arranged with the superintendent. If the matter is still unresolved, the procedure will be as follows:
  - a. The complainant will submit his/her objection in the form of a formal complaint to the school board.
  - b. The school board will review all the information of the activities and decisions which have occurred prior to that time.
  - c. The school board will make a final decision regarding the materials.
  - d. A written report of the results of the appeal will be given to the complainant, the head librarian, the building librarian and the superintendent.
  - e. The librarian will take appropriate action concerning the material upon notification of the decision of the school board.

### **III. FORMAT AND SPECIAL COLLECTIONS**

## A. Special Collections Defined

1. The library has one special collection: the South Dakota Collection.

The South Dakota collection has only non-fiction books about South Dakota and life in our state. There may also be biographical works of people from or in our South Dakota.

## B. Format

1. Newspapers and Magazines:

The library subscribes to two smaller newspapers from local towns. We also subscribe to the Argus Leader and may at times get other newspapers, based on need and finances. We subscribe to a variety of magazines for interest and need by patrons and students. A number of electronic resources also provide access to magazines on line.

2. Audio books, electronic resources, and downloadables:

The library obtains audio books on CD from Siouxland Libraries. Electronic resources also have been provided by Siouxland Libraries and we may or may not purchase additional resources. This is decided on by the librarian in charge. The library exercises due diligence in regards to electronic resources. Downloadables are also available for patrons.

## IV. GENERAL INFORMATION RESOURCES AND GOALS

The current collection at the Hartford/West Central library has approximately one half of the materials purchased with West Central funds and one half provided by Siouxland Libraries. We purchase materials to keep our collection up to date with classroom objectives. For the many ages in our district, we try to offer books of interest for pleasure reading as well. It is our on going goal to weed out older non-fiction books as well as paperback and fiction items, based on use and condition. We use many of these weeded items for a number of purposes: used book sales, teacher resources, and donations to needy causes.

## V. REVISION AND ADOPTION

This policy will be revised every 5 years beginning in 2016. The responsibility for revision will lie with the library director and the superintendent.

Adopted: 4-11-11  
Revised: 9-14-15

WEST CENTRAL SCHOOL DISTRICT NO. 49-7