

**Collection Development Plan
School Library Media Center
Woodbury Central Community
School, Menville, IA**

School Library Program Mission Statement

The mission of the school library program is to provide an inviting learning environment and services that support and enhance teaching, literacy, and learning.

Objectives

The school library media center strives to provide students with a wide range of educational materials on many levels of difficulty and in a variety of formats with diversity of appeal, allowing for the presentation of many different points of view. The library media center provides resources necessary to enrich or supplement classroom instruction and support the curriculum, and for recreational reading by students, staff and community.

Responsibility for Selection

The library media specialists select materials with due regard to suggestions from the faculty, parents, and students. While it is understood that the Board of Education shall delegate to the Superintendent of Schools, the authority and responsibility for selection of all print and non-print materials, the actual responsibility for selection rests with the library media specialist who has professional training and knowledge necessary to implement the task of materials selection.

Procedures

The following details various policies on selection, current reviewing media, gifts, weeding, and replacing and repairing materials.

I. Selection of Materials

Selection of materials is based on the following criteria, which include but are not limited to:

- Content and value of the work as a whole
- Educational significance
- Integral to the instructional program
- Interests and needs of students and faculty served by the library media center
- Contribution to literary appreciation
- Provide a balanced collection for the library media center
- Favorable reviews and recommendations
- Reputation and significance of the author, producer, or publisher
- Currency and appropriateness of material
- Representative viewpoints on controversial issues
- High potential user appeal
- High artistic quality and/or literary style
- Accuracy and clarity of information
- Fair and unbiased presentation of information
- Value proportionate to cost and/or need
- Timeliness or permanence
- Selection by state and national book awards, including but not limited to:
 - o Caldecott Medal
 - o Coretta Scott King Award
 - o Michael Printz Award

- o Iowa Book Awards (Iowa Children's Choice Award, Iowa Teen Award, Iowa High School Book Award)
- o Newbery Medal

II. Current Reviewing Media

The following recommended lists shall be consulted in the selection of materials but selection is not limited to their listings:

- Booklist
- Horn Book Guide
- Kirkus Review
- Library Media Connection
- Publisher's Weekly
- Wilson
- School Library Journal
- VOYA (Voices of Youth Advocates)

III. Gifts

Criteria for inclusion of gifts of donated books and other materials are the same as for purchased materials.

IV. Weeding

Materials in the collection are regularly reviewed for currency and physical condition. Criteria for weeding include but are not limited to the following:

- Currency
- Biased information
- Accuracy of information
- Importance to the instructional program
- Content and value of the work as a whole
- Educational significance
- Lack of timeliness or permanence
- Usage statistics

V. Repairing and Replacing Materials

Repairs are made when materials, which are still current, can be restored adequately to keep them in circulation. Lost or damaged materials are replaced when the items are still vital to the curriculum and educational needs of students.

Controversial Materials

- It is important to maintain intellectual freedom as expressed in the ***Library Bill of Rights***, which is quoted on the second page of this document. The major areas of controversial materials are race, sex, politics, religion, literature, and economics. In selecting material from any of the above areas, the following criteria are given consideration:
 - The materials on controversial issues should be representative of a particular point of view and a sincere effort made to select equally representative materials covering contrasting points of view.
 - The material does not unfairly, inaccurately, or viciously disparage a particular race or religion. A writer's expression of a certain viewpoint is not to be considered belittling when it represents the historical or contemporary views held by some persons or groups.

- The materials on religion are chosen to explain rather than convince and are selected to represent the field as widely as necessary for the school's purposes.
- The selection of materials on political theories and ideologies or on public issues is directed toward maintaining a balanced collection representing various views.
- In a literary work of established quality, the use of profanity or the treatment of sex is not an adequate reason for eliminating the material from the school library media center. (A work of established quality may have any of the following characteristics: award winner, good reviews, and educational value.)
- Material on physiology, physical maturation, or personal hygiene should be accurate, in good taste, and age appropriate.
- Materials should be selected for their strengths rather than rejected for their weaknesses.
- Materials should be selected that meet the students' needs beyond the curriculum and encourage intellectual growth, critical thinking, problem solving, and information literacy.
- Because literacy is a major priority of the district, the school library media center should select materials that encourage free voluntary reading.

Reconsideration

A. Any resident of the school district may raise objection to instructional materials used in the district's educational program despite the fact that the individuals selecting such material were duly qualified to make the selection and followed the proper procedure and observed the criteria for selecting such material.

1. The school official or staff member receiving a complaint regarding instructional materials will try to resolve the issue informally. The materials generally will remain in use pending the outcome of the reconsideration procedure.

a. The school official or staff member initially receiving a complaint will explain to the individual the board's selection procedure, criteria to be met by the instructional materials, and qualifications of those persons selecting the material.

b. The school official or staff member initially receiving a complaint will explain to the individual the role of the objected material in the education program, its intended educational purpose, and additional information regarding its use. In the alternative, the staff member may refer the individual to the teacher-librarian who can identify and explain the use of the material.

2. The individual receiving the initial complaint will advise the principal or person in charge of the attendance center where the challenged material is being used, of the initial contact no later than the end of the school day following the discussion with the individual, whether or not the complainant has been satisfied by the initial contact. A written record of the contact is maintained by the principal or other person in charge of the attendance center. Each building principal shall inform staff members of their obligation to report complaints.

3. In the event the person making an objection to instructional material is not satisfied with the initial explanation, the person raising the question should be referred to the principal or someone designated by the principal or person in

charge of the attendance center to handle such complaints or to the teacher-librarian for that attendance center. If, after consultation with the principal or teacher-librarian, the complainant desires to file a formal complaint, the principal or teacher-librarian will assist in filling out a Reconsideration Request Form in full and filing it with the superintendent.

B. Request for Reconsideration

1. Any resident or employee of the school district may formally challenge instructional materials used in the district's educational program on the basis of appropriateness. This procedure is for the purpose of considering the opinions of those persons in the schools and the community who are not directly involved in the selection process.
2. Each attendance center and the school district's central office will keep on hand and make available Reconsideration Request Forms. All formal objections to instructional materials must be made on this form.
3. The individual will state the specific reason the instructional material is being challenged. The Reconsideration Request Form shall be signed by the complainant and filed with the superintendent or someone so designated by the superintendent.
4. Within five business days of the filing of the form, the superintendent or person so designated by the superintendent, shall file the material in question with the reconsideration committee for reevaluation.
5. Generally, access to challenged material will not be restricted during the reconsideration process. However, in unusual circumstances, the instructional material may be removed temporarily by following the provisions of Section B.6.d. of this rule.
6. The Reconsideration Committee
 - a. The reconsideration committee shall be made up of eight members.
 - (1) One teacher designated by the superintendent
 - (2) One teacher-librarian designated by the superintendent
 - (3) One member of the administrative team designated by the superintendent
 - (4) Three members of the community appointed by the Board of Education
 - (5) Two other members appointed by the superintendent
 - b. The committee will select their chairperson and secretary. The chairperson of the committee shall not be an employee or officer of the district. The secretary shall be an employee or officer of the district. Both shall be selected at the first meeting of the committee each year.
 - c. The committee will meet at the request of the superintendent.
 - d. Special meetings may be called by the superintendent to consider temporary removal of materials in unusual circumstances. A recommendation for temporary removal will require a two-thirds vote of the committee.
 - e. Notice of meetings is made public through appropriate publications and other communication methods.
 - f. The committee will receive the completed Reconsideration Request Form from the superintendent or person designated by the superintendent.

g. The committee will determine its agenda for the first meeting which may include the following:

(1) Distribute copies of the completed Reconsideration Request Form (2) Give complainant or a group spokesperson an opportunity to talk about and expand on the Reconsideration Request Form (3) Distribute reputable, professionally prepared reviews of the challenged instructional material when available (4) Distribute copies of challenged instructional material as available.

h. The committee may review the selection process for the challenged instructional material and may, to its satisfaction, determine that the challenge is without merit and dismiss the challenge. The committee will notify the individual and the superintendent of its action.

i. At a subsequent meeting, if held, interested persons, including the complainant, may have the opportunity to share their views. The committee may request that individuals with special knowledge be present to give information to the committee.

j. The complainant is kept informed by the reconsideration committee secretary concerning the status of the Reconsideration Request Form throughout the committee reconsideration process. The complainant and known interested parties shall be given appropriate notice of such meetings.

k. At the second or a subsequent meeting, the committee will make its final recommendation. The committee's final recommendation may be, (1) to take no removal action, (2) to remove the challenged material from the total school environment, or (3) to limit the educational use of the challenged material. The sole criteria for the final recommendation is the appropriateness of the material for its intended educational use. The written final recommendation and its justification shall be forwarded to the superintendent, the complainant and the appropriate attendance centers. The superintendent may also make a recommendation but if so, it should be independent from the committee's.

Following the superintendent's decision with respect to the committee's recommendation, the complainant or the chairperson of the Reconsideration Committee may appeal the decision to the board for review. Such appeal must be presented to the superintendent in writing within five days following the announcement of the superintendent's decision. The board will promptly determine whether to hear the appeal.

l. A recommendation to sustain a challenge shall not be interpreted as a judgment of irresponsibility on the part of the professionals involved in the original selection or use of the material.

m. Requests to reconsider materials which have previously been reconsidered by the committee must receive approval of two-thirds of the committee members before the materials will again be reconsidered.

n. If necessary or appropriate in the judgment of the committee, the committee may appoint a subcommittee of members or nonmembers to consolidate challenges and to make recommendations to the full committee. The composition of this subcommittee will approximate the representation of the full committee.

- o. Committee members directly associated with the selection, use or challenger of the challenged material are excused from the committee during the deliberation of the challenged instructional materials. The superintendent may appoint a temporary replacement for the excused committee member, but the replacement must be of the same general qualifications as the member excused.
- p. Any person dissatisfied with the decision of the board may appeal to the Iowa Board of Education pursuant to state law.