

Administrative Procedure for the Selection of Library Materials

Objectives for the Selection of Library Materials

For the purposes of this procedure the term “library materials” will refer to any materials that support and enrich the curriculum or any student’s personal interests and learning. Examples of library materials may include but are not limited to, books, periodicals, sound recordings, video recordings, etc.

The main objective of the library selection procedure is to provide students and staff with a wide range of materials on all levels of difficulty, in a variety of formats, with diversity of appeal, and respecting many different points of view. The primary objective of library materials is to make available to the school community a collection of resources that will enrich and support the curriculum and meet the needs of the students and staff served.

Responsibility for the Selection of Library Materials

The responsibility for the selection of library materials is delegated to the professional staff employed in Community Unit School District 200. While the selection of library materials involves input from many people (administrators, teachers, LLC Directors, and students), the responsibility for coordinating the selection of library materials and making the recommendation for purchase rests with the LLC Director.

Criteria for the Selection of Materials

The LLC Director may use a combination of the following criteria as applied to the curation of library materials:

- Alignment to the Illinois Learning Standards and the Board approved curriculum.
- Consideration of both content and illustrations.
- Relevance to the interests and needs of the students and staff of the individual schools.
- Consideration of format and price.
- Appropriateness for the subject area, taking into account the emotional development, ability levels, learning styles, and social development of the students for whom the materials are selected.
- Strengths of the material and value added.
- Presentation of a wide range of viewpoints on controversial issues.
- Contribution to multicultural and pluralistic awareness.

Sources to Review for the Selection of Materials

Various professional resources are used to assist in the selection process. Examples include, but are not limited to:

- Award lists such as the Newbery Award and the Caldecott Award, The Monarch Award, the Rebecca Caudill Award, and the Lincoln Award.
- Periodicals and online review sources.
- Reviews in the literature of reputable professional organizations and other reviewing sources recognized for their objectivity and global perspective.
- Recommended lists from the following organizations:
 - American Library Association
 - American Association of School Librarians
 - Association of Illinois School Library Educators
- Requests and suggestions from staff and students when appropriate

Resources received as gifts shall be judged by the selection criteria and shall be accepted or rejected by those criteria.

Process to Select Library Materials

1. LLC Director will use the criteria for the selection of materials to recommend a list of books for the school library collection to the building administrator.
2. Before lists are submitted to building administrators, titles that are identified by, but not limited to, Follett Titlewave as “mature content” or outside of grade levels will be reviewed and discussed by the LLC Directors collectively by level (elementary, middle, and high school).
3. Each LLC Director will bring the final proposed book list to the building administrator for discussion. The discussion will include:
 - Any books that are identified by, but not limited to, Follett Titlewave as outside of grade level and/or have a mature content tag. Outside of the grade level is defined as any book that has a grade level range that crosses more than one level. If a book crosses more than one level, it needs to be discussed for the younger level. For example:
 - A book that is recommended for grades 5-8, needs to be discussed at the elementary level
 - A book that is recommended for grades 7-12, needs to be discussed at the middle school level
 - A book that is recommended for adults, needs to be discussed at the high school level
 - The LLC Director’s rationale for recommending the purchase
 - Results of the discussion with the LLC Directors across multiple buildings
 - The building administrator and LLC director will identify books that need to move to the district level committee for further consideration. The administrative team will continue to update one another throughout the process by grade level.
4. The selection committee will consist of LLC Directors and administrators. An Assistant Superintendent will coordinate and facilitate this committee. To review the recommended text it is suggested that the building administrator uses Follett Titlewave and other published reviews, before making a final decision.
5. The committee will meet two to four times a year.

Weeding of Library Materials

Considerations for weeding may include, but are not limited to:

- No longer useful for curricular support or recreational reading
- Receive little use
- In poor physical condition
- Books on subjects of little interest to the local community
- Age of materials

Administrative Procedure for the Reconsideration of Materials

Occasionally, objections will be voiced to the selection of some library materials, despite the quality of the selection process. The entire selection procedure is based on the premise that CUSD 200 supports the principles of intellectual freedom inherent in the First Amendment of the Constitution of the United States and as expressed in the "Library Bill of Rights" of the American Library Association and the "Students' Right to Read" of the National Council of Teachers of English.

If a complaint is made the following procedure is recommended:

1. A building administrator and LLC Director will meet with the individual.
2. If the complaint cannot be resolved through an informal conference, the individual will be invited to file their objections in writing and will be offered a copy of the "Request for Reconsideration of Materials". the building administrator will ensure that all appropriate staff members are informed about the possibility of a challenge.
3. Upon receipt of a written request for reconsideration, the building administrator shall inform their direct supervisor.
4. A Materials Evaluation Committee will be formed if reconsideration paperwork is submitted. This committee will include educators familiar with the subject matter of the material involved, LLC directors, and administrators.
5. No material will be removed from circulation until the Superintendent has made a final decision. Access to the material in question can be denied to the student(s) of the individual making the complaint if they so desire.
6. The individual that filed the complaint and the LLC director of the building will have an opportunity to speak to the reconsideration committee.
7. The reconsideration committee will review the material and prepare a report for the Superintendent.
8. The decision to retain or exclude the challenged material will be made by the Superintendent.
9. The Superintendent will communicate the decision to the complainant, building principal, and LLC Director.
10. The complainant has the opportunity to appeal the Superintendent's decision to the Board of Education