

PROCEDURES FOR LIBRARY/MEDIA MATERIALS SELECTION

The selection and purchase of library/media materials shall be delegated to the licensed professional library media personnel.

General Criteria for the Selection of Materials

Library media specialists shall select materials to:

1. support and enrich the curriculum and/or students' personal interests and learning;
2. meet high standards in literacy, artistic, and aesthetic quality; technical aspects; and physical format;
3. be appropriate for the subject area and for the age, emotional development, ability level, learning styles, and social, emotional, and intellectual development of the students for whom the materials are selected;
4. incorporate accurate and authentic factual content from authoritative sources;
5. earn favorable reviews in reviewing sources viewed as authoritative by library professionals;
6. exhibit a high degree of potential user appeal and interest;
7. represent differing viewpoints on issues of interest;
8. provide all students with a current, balanced collection of books, basic reference materials, periodicals, digital, and audiovisual materials that depict in an accurate and unbiased way the cultural diversity and pluralistic nature of American society, per Wisconsin State Statute 121.02(1)(h);
9. include a variety of resources in physical and virtual formats including print and non-print such as electronic and multimedia
10. demonstrate physical format, appearance, and durability suitable for their intended use; and
11. balance cost with need.

The Library Media Specialists shall consult professional reviews and book lists, conduct staff and student surveys via library websites, conduct informal readers advisory, and complete ongoing collection analyses in Titlewave to assess the current state of collections.

The Library Media Specialists shall consult reputable, professionally prepared selection aids for book and media reviews. Selection aids may include:

1. Booklist
2. Common Sense Media
3. Consultation with other Library Media Specialists
4. Cooperative Children's Book Center (CCBC)
5. Horn Book
6. Kirkus Reviews
7. Publishers Weekly
8. School Library Journal
9. Subject area professional journals

Library Media Specialists shall also:

1. involve teachers, parents/guardians, and students in the selection process via subject suggestions of print and digital materials;
2. review newspaper, periodical, and database subscriptions annually;
3. examine materials at other libraries, exhibits, bookstores, distributors or sales displays;
4. purchase a variety of titles and authors, avoiding duplication;
5. ensure balance of the collection and the suitability of the material; and
6. avoid sales promotions from publishers/vendors which relinquish the District's selection rights and responsibilities.

Criteria for the Selection of Materials: Sexual Content and Profanity

Library books or other library materials that contain sexually explicit language and/or images which may be considered inappropriate for students will not be selected. -The review to determine inappropriateness will take into consideration the age/grade level of the students for whom the books or materials would be available.

1. This review will take into consideration any such language and/or images that:
 - a. when taken as a whole and with respect to students, appeals to a prurient interest in nudity, sex, or excretion;
 - b. depicts, describes, or represents, in a patently offensive way with respect to what is age/grade appropriate for students, an actual or simulated sexual act or sexual contact, actual or simulated sexual acts, or lewd exhibition of the genitals; and
 - c. when taken as a whole, lacks serious literary, artistic, political, or scientific value as to students of the particular age/grade to be considered.

2. Particular content may not be excluded based on a particular use of a word or phrase alone if the word or phrase is used specifically in the context of advancing a legitimate literary, artistic, political, scientific, or social issue.
3. As it relates to sexual content, the District's Human Growth and Development Curriculum may be used as a reference source to assist in determining if the material is age or grade level appropriate.

Library Media Specialists shall consider the context in which profanity is used and the educational value and/or literary merit provided by the material and in:

1. Elementary Grades (4K-5) - No profanity.
2. Secondary Grades (6- 8) - Limited profanity. It may be considered appropriate if limited use is central to the plot, characters, or literacy merit of the material.
3. Secondary Grades (9-12) - Some profanity. It may be considered appropriate if use is central to the plot, characters, or literacy merit of the material.

Approved: March 12, 2007
Revised: May 23, 2016
Revised: April 21, 2022
Revised: April 11, 2023