

LIBRARY MEDIA SELECTION, ADOPTION, ACQUISITION, AND RECONSIDERATION

1. Definition

Library media (also referred to as media, materials and/or resources) include all print materials, non-print materials, and technology applications considered to be part of the library media collection, plus all instructional materials throughout the District which are not content media materials.

Library media selection of materials:

- a. To meet the needs of the curriculum.
- b. To meet the present and future needs and recreational media interests of the students and the community in terms of the existing collection.

2. Introduction

This procedure recognizes that it is the privilege, right and responsibility of professional educators to select library media suitable to the abilities and needs of students in relation to both the curriculum and to personal interests of students and teachers. This procedure further recognizes that it is the privilege, right and responsibility of the public (educators, students and community citizens) to question any library media they may consider to be inappropriate.

This procedure further recognizes the right of parents to request that their child be given alternative materials or assignments.

This procedure recognizes the right of any parent to determine what materials may be used with their child.

This procedure recognizes any judgment a teacher and/or Library Technology Educator (LTE) makes in the utilization of materials, which are not selected within this process or another approved selection procedure, as the sole responsibility of that teacher and/or LTE

All library media obtained through Colorado Springs School District 11 (the District), building and /or private funds, gifts, free and/or borrowed materials must be selected through this procedure.

3. Responsibility

a. Legal

The Board of Education of Colorado Springs School District 11 (the Board) is legally responsible for school library media which is prescribed in the District's standards-based instructional program.

b. Supervision

The Board delegates the responsibility for selection to the administrative staff. The responsibility for coordinating and/or supervising the selection rests with the Principal of each building or the appropriate executive director, supervisor, specialist and/or coordinator.

c. Implementation

Recommendations for selection of library media originate with the Director of Learning Resource Services (LRS)/IT or designee, LTEs, teachers, students, citizens and other personnel concerned with instruction. Approval will be in accordance with the procedures set forth in Section 6 below.

d. Acquisition

After completion of the approval process, all media materials will go through one of the following processes to allow all media materials to be processed into the library management system

1. Centralized ordering, procurement, and warehouse procedures.
2. Donations may be accepted if they meet the criteria for the selection as outlined in section 5 below: *Criteria for Selection of Library Media*.

4. Assumptions

- a. A collection should be balanced to reflect the many elements present in the curriculum and society.
- b. A collection should be balanced in relation to a specific topic to represent various viewpoints of an issue.
- c. A collection should reflect the student's right to study a controversial issue, which has political, economic or social significance.
- d. A collection should reflect the pluralistic character and culture of our society.
- e. A collection should reflect an attitude of fostering respect for minority groups, all genders, religious and social differences and ethnic groups.
- f. The physical format of any library media item will not be altered in any way.
- g. Any citizen who lives within the boundaries of the District or any employee of the District will have the right to comment or make recommendations regarding the selection and reconsideration of all library media used within the District.
- h. Library media should be selected for its major strengths.
- i. A collection should reflect and recognize student differences.
- j. Citizen participation, as part of the process, is encouraged in order to reinforce and augment the professional judgments of individual coordinators of information and technology and teachers in the selection and use of library media.

5. Criteria for Selection of Library Media

The following selection criteria may be used as they apply.

a. General. Materials chosen should/may:

1. Meet the needs and goals of an individual school collection and/or the curriculum.
2. Contain appealing content and style to suit the interests and abilities of students.
3. Have a suitable physical format and appearance.
4. Meet the needs of students at all instructional levels.
5. Reflect a valid and reliable viewpoint on the part of the author/producer.
6. Be appropriate for the maturity and ability of the students.
7. Contain biased or slanted viewpoints only to meet specific curricular needs.
8. Stimulate creativity.
9. Be aligned to content and information literacy standards.

b. Fiction. Materials chosen should/may:

1. Have literary value.
2. Portray inter-group tension and conflict objectively.
3. Reflect societal/global problems, aspirations, attitudes and ideals.
4. Represent literary quality to include appropriate setting, point of view, characters, plot, theme and style.
5. Be aligned to content and information literacy standards

c. Nonfiction. Materials chosen should/may:

1. Cover a subject of importance and interest.
2. Reflect knowledge or research on the part of the author/producer.
3. Be up-to-date where appropriate.
4. Meet high standards of quality in factual content.
5. Be aligned to content and information literacy standards

6. Procedures for Selection of Library Media

a. In selecting materials for purchase, the LTE, Director of LRS/IT, or designee, will evaluate the existing collection and student and curricular needs and then, will consult reputable, professionally prepared selection aids, professional journals and other appropriate review sources.

b. In selecting materials for purchase, the LTE, Director of LRS/IT, or designee, will seek input from staff and students. Input may be in the form of recommendations for purchase, techniques for utilization and suggestions for improvements of the library media program and collection. Input may be formal and/or informal.

c. Donated library media may be accepted if they meet the criteria for the selection as outlined in section 5 above, *Criteria for Selection of Library Media*, and duly processed prior to use.

d. Selection is an ongoing process, which will include the removal of library media (de-selection) because of:

1. Deteriorated physical condition.
2. Multiplicity of copies.

3. Out-of-date or obsolete information.
4. Lack of circulation over an extended length of time.
5. Failure to meet current selection criteria or selection process.
6. Reconsideration in accordance with the procedure set forth in section 7 below.

e. Final selection and approval of library media requests are the responsibilities of the Director of LRS/IT, Instructional Services, the Principal and/or the LTE.

7. Procedures for Reconsideration of the Use of Current Library Media

Step A Concerns about library media, written or verbal, will be directed to the building Principal (or Director of LRS/IT if the item to be reconsidered is in the Professional Resource Center (PRC), who will officially acknowledge them within five (5) school days. In the event the Principal or Director of LRS/IT is the person expressing concern, an unbiased person will be appointed by the Assistant Superintendent/CIO or designee to conduct the procedure.

Step B The Principal, Director of LRS/IT, or designee will attempt to resolve the issue of the concern informally by explaining the rationale for the selection and use of the item, as defined in this procedure, to the person or group expressing the concern within five (5) school days after the scheduled meeting with the person or group expressing the concern. Removal of the item is not an option at this step.

Step C If the Principal's, Director's or designee's explanation does not satisfy the issue of the concern, he/she will provide the individual or group with a "Request for Reconsideration of Library Media" form to be completed (see Exhibit ILJ-E-1). All formal concerns must be made on this form. Library media under question can be withdrawn only by action of a building committee, a District committee or the Board of Education.

Step D Upon receipt of the completed form, the Principal, Director or designee will:

- a. Forward a copy of the completed form to the Assistant Superintendent/CIO or designee and the Director of LRS/IT (if not already the contact as a result of the PRC item).
- b. Appoint a committee with an odd-number of members composed of:
 1. Principal, Director of LRS/IT or designee (chairperson).
 2. Three to five (3 to 5) teachers from the building (or any building if the item to be reconsidered is non-school based).
 3. LTE from another school (or any school if the item to be reconsidered is non-school based).
 4. One to three (1 to 3) citizens from the school community (from the District community if the item to be reconsidered is from PRC).

Ex-officio members (nonvoting):

- a. One LTE
- b. Interested teachers from the building (or from any building if the item to be reconsidered is non-school based).

- c. Division of Technology Services and/or Division of Instruction, Curriculum and Student Services representative
- d. Person(s) or not more than three group members requesting the reconsideration.
- e. Recorder of minutes.

Step E The chairperson will provide each committee member with the following:

- a. Copy of or access to the item under reconsideration.
- b. Copy of the completed form, "Request for Reconsideration of Library Media" (see Exhibit I JL-E-1).
- c. The history of the selection of the library media including copy(s) of reviews from professional journals and/or professionally prepared selection aids and an explanation of the intended use of the item.
- d. Copy of this regulation.

Step F Each Committee member will:

- a. Review item and all materials provided by the chairperson in their entirety.
- b. Complete "Committee Review of Library Media" form (this form is to be developed by the Committee), at the committee meeting.

Step G The chairperson will direct the committee meeting to:

- a. Define the concern.
- b. Determine if the item meets the selection criteria.
- c. Direct the discussion of the committee.
- d. Conduct a written ballot whereby the majority wins.
- e. Ensure completion of "Committee Review of Library Media" form.

Step H The chairperson will provide a written copy of the committee's decision to the person(s) requesting reconsideration with in ten (10) school days after the date of the building committee meeting with a timetable and explanation of the appeal process.

Step I The chairperson will provide a written copy of the committee's decision, minutes of the meeting and the "Committee Review of Library Media" forms to the Director of LRS/IT for the LRS/IT archival records.

Step J When the process results in removal of the item, the chairperson will send all copies of said item to LRS/IT after removing them from appropriate inventory records.

Step K The Assistant Superintendent/CIO or designee will provide the appropriate District staff, Assistant Superintendent of Instruction, Curriculum, and Student Services, the Superintendent and the Board with appropriate information regarding any actions taken as the result of the request for reconsideration of library media within ten (10) school days of the building committee meeting.

Step L The person requesting reconsideration has the right to appeal the decision of the building committee within fifteen (15) school days from the date of the building committee hearing. This written request should be directed to the Assistant Superintendent/CIO or designee on an "Appeal of Reconsideration of Library Media" form (see Exhibit IJL-E-2).

District level committee

Step M Upon the receipt of the appeal request, the Assistant Superintendent/CIO or designee will:

1. Appoint an odd-numbered committee composed of:
 - a. Director of LRS/IT or designee (chairperson) (if the Director of LRS/IT was already chairperson of the reconsideration committee as a result of the item to be reconsidered being non-school based, then Assistant Superintendent/CIO will designate another person as chairperson and the Director of LRS/IT will sit on the District level committee as an ex-officio (non-voting) member, satisfying the ex-officio membership item (ii) below.
 - b. Three to five (3-5) Department of Instruction personnel.
 - c. One LTE from another school.
 - d. One to three (1-3) citizens from the District community.
 - e. Ex-officio members (nonvoting):
 - (i). Person(s) requesting the appeal.
 - (ii) Principal or designee.
 - (iii) Recorder of minutes.
2. Direct the chairperson to convene the committee within fifteen (15) school days from the date of receipt of the completed "Appeal of Reconsideration of Library Media" form. No voting member of the original reconsideration committee may serve as a voting member of the District level committee.

Step N The District level committee will follow the same procedures as used by the original reconsideration committee. See Steps E – H above. The District level committee's decision will affect all schools in the District.

Step O The chairperson will provide a written copy of the committee's decision, minutes of the meeting and the "Committee Review of Library Media" forms to the LRS/IT archival records.

Step P When the process results in removal of the item, the Principals will send all copies of said item to LRS/IT after removing them from the appropriate inventory records.

Step Q The Assistant Superintendent/CIO or designee will provide the person requesting appeal, building Principal (or if the item to be reconsidered is non-school based, then to the Director of LRS/IT or designee), the Superintendent and the Board with appropriate information regarding any actions taken as a result of the appeal within ten (10) school days from the date of the District level committee meeting.

Appeal to the Board of Education on the Use of Library Media

Step R The person expressing concern has the right to appeal the decision of the District level committee to the Board of Education within fifteen (15) school days of the date of the committee report. This written request should be sent to the Superintendent on the "Board of Education Appeal of the Use of Library Media" form (see Exhibit IJL-E-3).

Step S The Superintendent will acknowledge the receipt of the request for appeal within five (5) school days after receipt. The Superintendent will provide the Board of Education the request for appeal and the Administration's recommended response with supporting rationale. The Board will provide the person requesting the appeal with appropriate information regarding the Board's decision and rationale within thirty (30) school days of receipt of the appeal by the Superintendent.

Final Actions

- In the event of a severe overload of concerns/requests for reconsideration, the Principal, after completing Step C, may elect to postpone Step D for a reasonable time agreed upon by both parties.
- An item may be removed from the District only as a result of the process described in this procedure.
- When a library media item is removed from a collection at any level it may be reviewed in twenty-four (24) months by the school and the Director of LRS/IT for possible reentry into the collection if it meets the current selection criteria.

Adopted March 2000
Revised December 2000
Revised February 2002
Revised February 2010
Revised October 23, 2013
Revised October 26, 2016

LEGAL REFS.: C.R.S. 22-1-104 (2)
C.R.S. 22-32-109 (l) (t)
C.R.S. 22-32-110 (1)(r)
C.R.S. 22-32-11 (l) (o) (p) (q) (r)
C.R.S. 22-54-105 (l)

CROSS REFS.: IB Academic Freedom

IHAL Teaching About Religion
IJJ Instructional Resources and Materials Selection & Adoption
IJJ-R Instructional Materials and Textbook Selection and Adoption
IJJ-E-1 Administrative Procedures for Instructional Materials and Textbook
Selection and Adoption
IJL Library Media Selection, Adoption, Acquisition and Reconsideration
IJL-E-1, Colorado Springs School District 11 Request for Reconsideration of
Library Media
IJL-E-2, Colorado Springs School District 11 Appeal of Reconsideration of Library
Media
IJL-E-3, Colorado Springs School District 11 Board of Education Appeal of the
Use of Library Media
IJL-E-4, Colorado Springs School District 11 Committee Review of Library Media
IJNC, School Library Technology Programs/Learning Resource Services
IMB Teaching About Controversial/Sensitive Issues
KEC Public Concerns/Complaints about Instructional Resources

CONTRACT REF.: CSEA Master Agreement