

ADMINISTRATIVE PROCEDURE

No. P-2021

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LIBRARY INFORMATION AND TECHNOLOGY PROGRAMS

A. Library Collection Development

This procedure guides Librarians and informs the community about the process for selecting, acquiring, evaluating and maintaining library information and technology program materials. The objective of each program is to implement, support and enrich the educational program of the district.

To best meet the unique needs of each school, the district will strive to create a library collection based upon an assessment of student and staff needs. This will be accomplished by:

1. Providing resource materials, for both curricular and individual inquiry, for students and faculty;
2. Providing materials that meet the interest, vocabulary, maturity and ability levels of students;
3. Providing a diversity of materials in the interest of achieving a balance of sources and perspectives;
4. Fostering reading as a lifelong activity through exposure to printed and digital materials; and
5. Including materials in the collection because of their academic, literary and/or artistic value and merit.

B. Library Materials and Electronic Resources

Library materials or digital services are those items accessible through the library information and technology program that provide support for an area of the curriculum, information for independent study, or resources for enrichment and recreational interest. Electronic resources include access to electronic documents, databases, periodicals, digital multimedia, and websites.

C. Suggestions for Acquisition

Suggestions for acquisition or electronic resources may originate from students, parents, community members and teachers. When suggestions require physical acquisition of materials to review (e.g. library book, fee-associated resource), the district may require a review copy and/or access be provided by the requestor. Library and associated staff will weigh requests, evaluate materials and select those which fulfill the needs of the instructional program. Librarians in each school determine final selections unless appealed to the Library Materials Review Committee.

Parents/guardians who wish to monitor their student's access to library materials may do so by contacting their student's Librarian who can provide remote access through the online library interface (e.g. Destiny). Additionally, parent/guardians may request to remove library checkout privileges for their student by contacting the Librarian.

D. Selection

1. Sources for the selection of materials and current review journals include but are not limited to: School Library Journal, Booklist, Follett, and Kirkus Reviews.

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2. All items selected for placement in the school library will:
 - a. Support and be consistent with the general educational goals of the State of Washington and Walla Walla School District, and the aims and objectives of individual schools and specific courses;
 - b. Support and be consistent with school library media and information literacy standards established by the American Association of School Librarians as well as content area standards established by the Office of the Superintendent of Public Instruction of the State of Washington;
 - c. Meet high standards of quality in factual content and presentation from a variety of sources;
 - d. Contain appropriate subject matter for the age, emotional development, ability level, learning needs, and social development of the students for whom they are selected;
 - e. Serve the intended purpose, in both physical format and appearance for library materials;
 - f. Help students gain awareness of our pluralistic society;
 - g. Motivate students and staff to examine their own duties, responsibilities, rights, and privileges as participating citizens in our society, and to make informed judgements in their daily lives;
 - h. Withstand scrutiny based on their strengths rather than be rejected for their weaknesses; and,
 - i. Clarify historical and contemporary forces by presenting and analyzing intergroup tensions and conflict objectively, placing emphasis on recognizing and understanding social and economic problems.

E. Resources Acquisition and Review Process

When acquiring new library books the Librarian will consult with Common Sense Media's research-based, independent rating system (<https://www.commonsensemedia.org/about-us/our-mission/about-our-ratings>) to identify grade/age level recommendation. If the resource has not been reviewed by Common Sense Media, the Librarian will seek another nationally-recognized review service such as School Library Journal, Follett, Booklist, Kirkus, or Hornbook Reviews if available.

When Common Sense Media (or alternative service when not available) identifies a library book whose beginning age/grade level recommendation exceeds the age/grade span the library serves (e.g. 12 and up for elementary school, 15 and up for middle school, 18 and up/adult for high school), but otherwise meets criteria for consideration for circulation as outlined in this procedure, the Librarian will provide a list of the suggested materials to the district's communications department. The department will make available the list of proposed books for not less than two weeks for public review and input. The district will advertise the list of recommended resources to be acquired on the district's website through multiple communication methods. Community members with questions or concerns are asked to address the matter with the school Librarian.

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In accordance with procedure 2020, library books acquired by the Librarian necessary to support college-level classes taught at the high school such as Running Start, College in the High School and AP/Honors programs, as a result of their advanced Lexile reading levels, are exempt from this procedure.

Gifts/Donations

Materials donated to the school, classroom or similar libraries will be accepted or declined in accordance with the criteria applied to the selection of materials.

F. Weeding

Weeding of outdated and damaged materials is a natural part of the library's life cycle and maintenance of the quality and integrity of the collection. The Librarian will evaluate the library collection on a continuing basis in order to assure that the collection meets the mission statement and goals of the Walla Walla School District.

G. Considerations for Weeding

- a. Currency – The subject matter is out of date or no longer relevant to the instructional program;
- b. Physical Condition – Item is worn, soiled, missing pages, antiquated in appearance or unattractive;
- c. Not circulating for a reasonable amount of time.
- d. Superseded by newer editions;
- e. Perpetuates cultural, ethnic, or sexual stereotypes;
- f. Inappropriate reading level; or
- g. Unneeded duplication of materials.

H. Library Materials Review Committee

The Library Materials Review Committee is formed to respond to requests when reconsideration and/or acquisition of library media materials is proposed. The committee will consist of at least one school librarian, at least one building principal, one member from the Teaching and Learning or Equity department, at least one teacher, and at least one student from the Superintendent's High School Student Advisory Council (with prior parent permission). Additionally, 5 Walla Walla Public Schools parent representatives will be sought at random from a list curated from parent volunteers following a public announcement. Parent representatives shall maintain at least one WWPS enrolled child at the school level (e.g. elementary, middle or high) that the book/resource is being considered. The Superintendent will identify a non-voting facilitator who will oversee the process.

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I. Request for Reconsideration of Library Media Materials

When a concern is expressed about library resources, the Librarian will consider both the citizen's right to express an opinion and the principles of intellectual freedom.

a. Informal Reconsideration

Persons wishing to make a complaint regarding library resources will be asked to direct their complaint to the Librarian. The Librarian will attempt to resolve the issue informally by:

- i. Discussing the request with the complainant and listening carefully to the concerns expressed;
- ii. Explain to the best of their knowledge why the material was selected or is being proposed, and how its consideration or inclusion in the collection was guided by the district collection development procedure at the time; and
- iii. Address review resources for the item in question;

If the informal process does not resolve the matter, the complainant may submit a formal request for reconsideration of library resources. Library materials in question, if already procured, will remain in the collection until the process is completed and a final decision is made.

b. Formal Reconsideration

The Library Materials Review Committee will be consulted when a completed Request for Reconsideration of Library/Media Materials form is received. When reviewing a challenge to library materials the Library Materials Review Committee will:

- i. Examine the Request for Reconsideration form;
- ii. Read and evaluate the book/material in question, including how and why the resource was originally procured, if such information is available;
- iii. Study available reviews;
- iv. Evaluate the book/material in the context of the educational program and the audience for which it was selected;
- v. Consider the entire work, rather than extracting passages or parts; weighing the values and faults against each other and weighing the conflicting opinions based on the materials as a whole; and
- vi. Base the final decision upon the appropriateness of the material for its intended educational use.

After reviewing the challenge, the Library Materials Review Committee will vote via secret ballot. The Committee's facilitator will share the outcome with the requestor. The Committee's decision may be appealed by the original complainant to the Board of Directors by submitting a written request to the office of the superintendent. The purpose of the Board of Director's review will be to determine whether the Committee applied the appropriate criteria and followed the proper process. The Committee will maintain a written record of the review process sufficient to permit the School Board the ability to evaluate the criteria used during their review.

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If the correct criteria and process were followed, the decision of the Committee stands. If it is determined they were not followed, the Board of Directors will determine the outcome of the challenge.

The superintendent or designee will notify the complainant of the findings of the board's review.

The decision regarding challenged materials will not be subject to reconsideration for a minimum of three years, unless there is a substantive change of circumstances as determined by the superintendent.

Forms:

1. Request for Reconsideration of Library/Media Materials form.

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