

Library Information and Technology Programs

Library Collection Development

This procedure guides library staff 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 district's educational program.

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

1. Providing curricular and personal for students and faculty.
2. Providing materials that meet the interest, vocabulary, maturity and ability levels of all 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 pleasurable exposure to printed and digital materials.
5. Including materials in the collection because of their academic, literary and/or artistic value and merit.

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 and websites.

Suggestions for Acquisition

Students, parents, community members and teachers may suggest materials for the district to acquire. Library staff will weigh requests, evaluate materials, and select those materials that fulfill the needs of the instructional program. Library staff in each school will determine final selections with approval of the school principal.

Selection

Library staff will use multiple sources to select materials. Those sources may include the following:

Vendor catalogs, American Historical Fiction, Basic Book Collection for Elementary Grades, the Best in Children's books, Children and Books, Children's Catalog, Elementary School Library Collection, European Historical Fiction and Biography, Guide to Sources in Educational Media, Junior High School Catalog Reference Books For School Libraries, Subject Guide To Children's Books in Print, Subject Index to Books for Intermediate Grades, Subject Index to Books for Primary Grades, and Westinghouse Learning Directory.

Library staff may also use current review journals, such as: AASA Science Books and Films, American Film & Video Association Evaluations, Kirkus Reviews, Media and Methods, School Library Journal, Bulletin of the Center for Children's Books Horn Book, KLIATT, VOYA, Booklist.

All items selected for placement in the school library will do the following:

1. Support and be consistent with the state and district's general educational goals and the aims and objectives of individual schools and specific courses.
2. Support and be consistent with school library media and information literacy standards established by the American Association of School Librarians and the content area standards established by the Office of the Superintendent of Public Instruction.
3. Meet high standards of quality in factual content and presentation.
4. Contain appropriate subject matter for the age, emotional development, ability level, learning styles, and social development of the students for whom they are selected.
5. Serve the intended purpose, for library materials in both physical format and appearance.
6. Help students gain an awareness of our pluralistic society.
7. Motivate students and staff to examine their duties, responsibilities, rights, and privileges as participating citizens in our society and make informed judgments in their daily lives.
8. Withstand scrutiny based on their strengths.
9. Clarify historical and contemporary forces by objectively presenting and analyzing intergroup tension and conflict placing emphasis on recognizing and understanding social and economic problems.

Gifts/Donations

Materials donated to the school library will be accepted or declined in accordance with the criteria applied to the purchase of materials.

Collection Assessment

De-selection (weeding-out) 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. Library staff will evaluate the library collection on a continuing basis to ensure that the collection meets the district's mission statement and goals.

Considerations for De-selection

Teacher-librarians will consider the following in deciding what materials to de-select:

1. Whether the subject matter is out of date or no longer relevant to the instructional program.
2. Whether the item is worn, soiled, missing pages, antiquated in appearance or unattractive.

3. Whether the item has circulated with a reasonable amount of time.
4. Whether a newer edition has superseded the item.
5. Whether the materials perpetuate cultural, ethnic, or sexual stereotypes.
6. Whether the materials are not appropriate for the students' reading levels.
7. Whether the materials contain appropriate subject matter for the age, emotional development, and social development of the students for whom they are selected.
8. Whether there are already multiple copies of an item.

Request for Review and Removal of Library Media Materials

1. **Request for Review:** A parent or legal guardian of a student enrolled in the district may submit to the school principal a written request to review and remove library materials.
2. **Seeking Resolution:** If the parent/guardian requests, the principal will arrange a meeting with the parent/guardian, principal, and library staff to address the parent/guardian's concerns and find a solution.
3. **Principal's Decision:** If the issue cannot be resolved, the principal, in consultation with library staff, will review the materials and issue a written decision on whether to remove the materials, or, as per RCW 28A.320.235(2), to limit access to the materials for the student(s) of the parent/guardian. The decision must be issued within 30 days of meeting with the parent/guardian or within 60 days of receiving the request to review and remove if the parent/guardian does not request a meeting with the principal.
4. **Appeal Process:** If the parent/guardian or the library staff disagrees with the principal's decision, they may appeal to the superintendent or designee in writing within 10 days of receiving the principal's decision. The superintendent or designee will issue a written decision within 30 days of receiving the appeal. The superintendent or designee's decision is final and cannot be appealed. Once the decision is made, the same materials may not be reconsidered for at least three years unless the superintendent determines that a significant change in circumstances arises.

The decisions made under this process will comply with RCW 28A.320.233 and RCW 28A.320.235. Decisions will be based on the criteria for selecting and de-selecting library materials described in this procedure. As per RCW 28A.320.235(2), at the discretion of the decision-maker (principal or superintendent/designee) the decision may be limited in application to only the student(s) whose parent/guardian submitted the complaint.

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