

## INSTRUCTION

### Series 300

Policy Title ... SELECTION OF LIBRARY/MEDIA MATERIALS Code No. 361.2

The library/media centers in the schools exist primarily for educational purposes and the materials should support classroom activities, become an integral part of the curriculum, offer enrichment for students and provide resource material for the faculty. In addition, materials should be provided to attract students to reading, viewing and listening as a source of pleasure and recreation over and above the study of content areas. Materials should be selected that will foster reading as a lifelong activity.

The school district shall not discriminate in the selection and evaluation of instructional and library materials on the basis of sex, sexual orientation, race, color, national origin, ancestry, religion, creed, pregnancy, marital or parental status, or any physical, mental, emotional or learning disability/handicap. Accordingly, the Board prohibits all forms of unlawful discrimination against students, regardless of the legally-protected classification or characteristic that serves as the basis for any prohibited discriminatory conduct, policy, or practice.

Complaints regarding the interpretation, enforcement, or alleged violations of this policy shall be referred to the administrative staff and processed in accordance with established procedures as outlined in School Board Policy 112.

Date of Adoption:  
February 12, 1991  
Amended:  
May, 1996  
Reviewed:  
January 14, 2008  
August 12, 2013

Legal Reference: Code of WI  
Section 118.03 (2)  
Section 118.13  
Cross Reference: Policy 112

## INSTRUCTION

Series 300

### ADMINISTRATION PROCEDURE

#### SELECTION OF LIBRARY MEDIA MATERIALS

Code No. R-361.2

It shall be the policy of the district to review all requests to reconsider library media materials as outlined below. The process has been developed to balance the need for a timely response to a concern with allowing time for a thoughtful response.

1. Any resident or employee of the school district may formally request reconsideration of library media materials used in the district's educational programs on the basis of appropriateness. Materials under review will remain in use pending the outcome of this process.
2. Each school site and the school district office will keep on hand and make available Request for Reconsideration of Materials form. All requests for reconsideration must be made on this form.
3. Before filing a formal request for reconsideration at the district level, the building principal will meet with the parties involved for the purpose of resolving the issue within 5 business days.
4. Copies of all Requests for Reconsideration of Materials form shall be immediately filed with the Assistant Superintendent, by the building principal with notation of resolution or need to continue the process.
5. The Assistant Superintendent for will refer the material for reconsideration to the Selection Review Committee if no resolution has been arrived at the site level within 5 business days of its receipt. Membership of this committee shall be: Assistant Superintendent, one (1) librarian, two (2) teachers (one elementary and one middle/high school), and three (3) citizens appointed by the School Board. The committee will have 30 days to review the material, consider the instructional/educational rationale for its use, and meet to make a determination on the material. That determination will be communicated in writing to the party requesting the review. The Assistant Superintendent shall serve as chair of the Selection Review Committee. Citizen members will be appointed as needed.
6. If the party wishes to appeal this decision, he/she may do so to the Superintendent in writing within 15 business days of receipt of that decision. The Superintendent will have 15 days to draft a response to the appeal.

7. If the party wishes to appeal the Superintendent's decision they may do so to the Curriculum Committee of the School Board. They will have 15 business days from the receipt of the Superintendent's decision to submit a written appeal. The Curriculum Committee of the Board will have 30 days to consider the appeal and draft a response.
8. If the party wishes to appeal the Curriculum Committee's decision they may do so to the full School Board. They will have 15 business days from the receipt of the decision of the Curriculum Committee to submit a written appeal. The School Board will have 15 days to consider the appeal and draft a response.
9. The decision of the School Board shall be final.

Date of Adoption:  
July 12, 1982  
Amended:  
April 9, 1990  
Amended:  
May, 1996  
Reviewed:  
January 14, 2008  
August 12, 2013

Legal Reference: Code of WI  
Section 118.03

BURLINGTON AREA SCHOOL DISTRICT  
REQUEST FOR RECONSIDERATION OF MATERIAL

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_

Circle school where item is used:  
Burlington High School; Karcher Middle School; Dyer Intermediate School;  
Cooper School; Lyons Center School; Waller School; Winkler School

Type of material \_\_\_\_\_ for example: video, textbook, library book, etc.)  
Title \_\_\_\_\_  
Author \_\_\_\_\_  
Publisher/producer \_\_\_\_\_  
Copyright \_\_\_\_\_

1. How did you come into contact with this material? \_\_\_\_\_
2. How is this material being used? \_\_\_\_\_
3. What is your objection? \_\_\_\_\_  
\_\_\_\_\_
4. Have you read/viewed/listened to the material in its entirety? \_\_\_\_\_  
\_\_\_\_\_
5. What purpose/value do you feel this material might serve? \_\_\_\_\_  
\_\_\_\_\_
6. What impact do you think this material might have on the intended audience?  
\_\_\_\_\_
7. What action would you like to see taken?  
\_\_\_\_\_ Do not allow/require my child to use this material.  
\_\_\_\_\_ Refer this material to the Selection Review Committee for review  
\_\_\_\_\_ Other (please specify) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Filed with Building Principal \_\_\_\_\_ Date \_\_\_\_\_  
Filed with Assistant Superintendent \_\_\_\_\_ Date \_\_\_\_\_