



Book	Policy Manual
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2522 - **LIBRARIES**

Library Program Mission

The Board believes that school libraries are a fundamental part of the educational process by providing a place to foster independent and collaborative learning and information-seeking skills in students and staff. This is accomplished through timely access to services and resources that both reflect the student body, the cultural diversity and pluralistic nature of American society, and represent perspectives held in the world more broadly. Therefore, the Board shall provide sufficient materials and staff for libraries in each school in the District.

Library Program Overview

The Superintendent shall designate a licensed library media professional to direct or coordinate the District's library media program. The Board shall adopt a long-range plan for library media services developed by teachers and library and audiovisual personnel and administrators. The plan shall be reviewed periodically. The plan and any materials selection or review process shall be in accordance with Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity.

Library Program Goals

The major goals of the District's school libraries are:

- A. To support and enrich the District's standards and benchmarks;
- B. To provide for personal interests, professional, educational, and recreational reading while promoting an appreciation of good literature;
- C. To provide a comprehensive and coordinated collection of current resources so that students and staff will conveniently and effectively use a wide variety of materials, including print and non-print media;
- D. To provide the appropriate technology and equipment for information retrieval, resource sharing, classroom instruction, and student and teacher use;
- E. To promote and support the appropriate use of technology for interpreting and communicating intellectual content;
- F. To provide instruction that advances student and staff literacy of print, digital, and other emerging information resources;
- G. To provide equitable and timely access to resources that support students' personal, academic, and life-long learning;

- H. To foster a love of reading, curiosity, and investigation by providing a space that is well-maintained, up-to-date, welcoming, and safe for all users.

The Superintendent shall designate a licensed library media professional to direct or coordinate the District's library media program, including procedures related to the selection of materials, removal (weeding) of materials, inventory, and repair and/or replacement of materials. The use of the District's allocation from the common School Fund for acquisitions, in accordance with DPI regulations, shall be a component of the foregoing procedures.

Support for Intellectual Freedom

The librarians in the Burlington Area School District are guided by the following American Library Association (ALA) statements, which support Intellectual Freedom and Student's Rights. The following documents outline the roles and ideals by which effective school libraries function: Library Bill of Rights, Freedom to Read, Access to Resources and Services in the School Library. They also are guided by the National Council of Teachers of English's (NCTE) statement on student's rights: The Student's Right to Read

Material Selection

Objectives of the Selection Policy:

- A. To provide materials and resources that will enrich and support the curriculum and personal needs of the users, taking into consideration their various interests, abilities, and learning styles.
- B. To provide materials and resources that support the state standards in all content areas.
- C. To provide a collection of materials and resources that comprehensively answers the queries of curious, growing minds.
- D. To provide materials and resources that present multiple perspectives and points of view, in a setting where these ideas can be discussed in a logically using critical analysis.
- E. To select materials in all formats, including up-to-date, high quality, varied literature to develop and strengthen a love of reading.

F. DEFINITIONS OF BOOK CATEGORIES

1. **Children Literature:** This category includes books for younger readers, including picture books, early readers, and middle-grade fiction.
2. **Young Adult:** Describes works written for readers who are generally aged 12-18 years old and are typically written about teenage characters and themes to bridge the gap between children and adult books.
3. **Adult (Mature Content):** The BASD collection of adult literature generally includes books from the perspective of adult aged protagonists, and novels considered to be classic literature.

Selection Criteria and Acquisitions Procedures

Books will be chosen that serve the varied needs, interests, and maturity levels of students at each building in the district. Each work will be selected based on its value as a whole, and not in part. Each building will house a collection that fits the unique characteristics of each student population. Not every book in every collection will be suitable to meet the needs and/or interests of every student, but each book should meet the needs and/or interests of part of the school community.

It is the responsibility of the school district to provide a wide range of materials on different levels of difficulty and representing different points of view. School library professional staff will provide materials on opposing viewpoints on controversial issues to enable students to develop necessary critical thinking skills to be discriminate users of information and productive members of society.

Requests from teachers and students will be given priority, after they have been determined to meet the same criteria as other purchased books. However, it should be understood that not all requests can or will be purchased.

Gifts and Donations

Gifts and donations shall be handled in accordance with Policy 7230 - Gifts, Grants, and Bequests.

The library program will gladly accept monetary donations, via the building office or the district office. Book donations will also be considered, but in order to be added to the collection, titles must meet the General Collection criteria. Upon donation, materials become the property of Burlington Area School District, and the librarians reserve the right to use the materials in an appropriate manner.

General Selection Criteria for materials purchased, gifted, or donated to the library collections

- A. Author and/or publisher's qualifications/reputation.
- B. Subjects and themes included in the work.
- C. Age of material- must be published within the last twenty years or be historically significant.
- D. Nonfiction- information must be current and accurate.
- E. Responses from reviewers and critics
- F. These reviewers and critics can include, but are not limited to:
 - 1. ALA's Guide to Best Reading
 - 2. Follett Titlewave
 - 3. Perma-Bound
 - 4. The Horn Book
 - 5. School Library Journal
 - 6. Booklist
 - 7. The New York Times Book Review
 - 8. Kirkus Reviews
 - 9. The Center for Children's Books at the University of Wisconsin-Madison
 - 10. The Children's Book Review
- G. Quality and suitability of writing
- H. Represents perspectives students can relate to or learn from

Collection Maintenance

Staff will maintain library collections with the intention of keeping them updated and in good condition. This will be accomplished by regularly removing materials that are out-of-date, damaged beyond repair, too worn to be of use, or otherwise determined to be inappropriate to the collection based on the general selection criteria. Staff will use the CREW method to inform their decisions: <https://www.tsl.texas.gov/ld/pubs/crew/index.html>. Deselection, or weeding, is necessary to ensure that the district's collections are in the best condition possible, and the process should happen on a regular basis.

Inventory should be conducted annually at the end of every school year. Each item should be scanned and accounted for. If possible, the librarian can use others to assist them as they scan. This also gives the librarian an opportunity to find damaged items, outdated items, or articles that were listed as missing in the computer system. This process is also necessary to ensure that the district's collections are in the best condition possible.

Transparency of Materials for Parental Access

The Board respects the privacy rights of parents and their children. The Board is also committed to ensuring that parents are permitted to obtain information about the instructional material, resources and services students choose to use at the

District's libraries.

Therefore, to be transparent and supportive of parental beliefs the following permission slips have been put in place:

A. Permission for: 6th grade and younger request for young adult checkout

Students in 6th grade or below requesting to read a young adult book within the middle school will need parent permission.

B. Permission for: Middle school request for high school young adult checkout

Middle schoolers requesting to read a young adult book within the high school will need parent permission.

C. Permission for: High school student request for adult or mature checkout

High School students requesting to read an adult a mature level text from within the BHS library collection will need parental consent to check out the book.

D. Parental Library Usage Form

1. Any parent wanting to provide consent for any book checked out within our library collections.
2. The student would only be allowed to check out a book once parent approval is given.

Parents of a student under the age of sixteen (16) have the right to review, upon request, library records relating to the use of the library's documents or other materials, resources, or services by the student.

Police Access to Library Information

Upon request from a law enforcement officer investigating criminal conduct alleged to have occurred at a school library, the library shall disclose to the officer records produced by a surveillance device under the control of the library that are pertinent to the alleged criminal conduct.

Other than the exceptions noted above, records indicating the identity of any individual who borrows or uses the library's documents or other materials, resources, or services may not be disclosed except by court order or to persons acting within the scope of their duties in the administration of the library, or to persons authorized by the individual to inspect such records.

Inter-Library Loans

The Board authorizes District participation in interlibrary loan programs. The District will loan school library books and other instructional materials that are not in immediate or constant demand by staff or students to another participating school district for use in the libraries of that district.

Fines

Students may be assessed fines for damage or loss of materials in accordance with Policy 6152 - Student Fees, Fines, and Charges and the Student Handbook.

Request, Suggestions, or Complaints

Challenges to instructional materials shall be handled in accordance with Policy 9130 - Public Requests, Suggestions, or Complaints.

Formal Complaint Process:

When the Reconsideration form has been fully completed and returned to the affected school, the principal should notify the Assistant Superintendent and certified librarian. At least one meeting must occur in order to deliberate and come to a conclusion. A maximum of two materials can be submitted per school calendar year for review per person.

Reconsideration under this policy shall be limited to reclassification and labeling of materials but shall not include removal of materials.

- A. The Assistant Superintendent or designee will put together the reconsideration committee a maximum of two times per school year to review completed forms.
- B. The reconsideration committee may include the school principal, certified librarian, classroom teacher, and a minimum of two parents with students within the school district.
- C. The work in question will remain on library shelves and in circulation until a formal decision is made.
- D. The certified librarian will secure copies of the resource being reconsidered for all committee members to review.
- E. The certified librarian will provide the reviewing committee with a short formal Intellectual Freedom training that explains a packet of materials. This includes the Reconsideration Packet, the Library Bill of Rights, the completed reconsideration form, reviews of the resource being reconsidered, and a list of awards or honors, if any. This packet should be created with assistance from the state department of public instruction and the American Library Association's Office for Intellectual Freedom. The committee reserves the right to use outside expertise, if necessary, to help in its decision making.
- F. The committee, in evaluating the questioned material, shall be guided by the following criteria, and make a recommendation based on their findings:
 - 1. The recommended age level for the resource
 - 2. The use being made of the material.
 - a. Utilization as a resource within classroom.
 - b. Supports research or other activities.
 - c. Student interest/ request.
 - 3. Whether the material meets the objective of providing intellectual freedom to students
 - 4. Whether the material promotes individuality and/or diversity of under-represented populations
 - 5. National or local reviews for the targeted audience
 - 6. Whether the book remains labeled as is and/or it is determined to be labeled in the library's electronic database system differently.
- G. Members of the committee will take a final vote to determine the resolution. The committee's recommendation shall be reported to the Assistant Superintendent in writing within 10 days following the final meeting of the committee. The Assistant Superintendent will advise the individual(s), in writing, of the committee's recommendation and the Assistant Superintendent's decision.
- H. The individual(s) may submit an appeal of the Assistant Superintendent's decision in writing to the Superintendent within ten (10) business days of receiving the decision. The written appeal and all written material relating to it shall be referred to the Superintendent for consideration.

Appeal to the Superintendent:

The Superintendent shall review the matter and advise the individual(s), in writing, of their decision as soon as practicable. The Superintendent shall determine on a case-by-case basis whether its review will include appearances by the petitioner and administration, be conducted based on written submissions, or only on the record produced by the Committee and Assistant Superintendent.

No challenged material may be permanently removed from the curriculum or from a collection of resource materials except by action of the Assistant Superintendent or designee, and no challenged material may be removed solely because it presents ideas that may be unpopular or offensive to some. Any action to remove material will be accompanied by the Assistant Superintendent's statement of its reasons for the removal.

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Legal

43.70, 43.72, 121.02(1)(h), Wis. Stats.