

SCHOOL DISTRICT OF NEW LONDON

ADMINISTRATIVE GUIDELINE 362.2- SELECTION OF LIBRARY MEDIA EDUCATIONAL MATERIALS

- A. Selection of Library Media instructional materials:
1. The responsibility for coordinating the selection of Library Media materials is delegated to the school library media specialists. In the selection process, media specialists are aware of materials in the existing library media center collections. Principals, supervisors, teachers, and other instructional specialists are involved in the ongoing process. Parents and students are encouraged to make recommendations for the selection of Library Media materials which will be given consideration in the overall selection process.
 2. Library Media materials under consideration are evaluated first-hand whenever and wherever this is possible. Professional selection tools and evaluation journals are utilized in the selection process.
 3. It is the responsibility of the school library media specialist to systematically review and evaluate the library media center collection on a regular basis. Selection is an ongoing process and includes the removal of Library Media materials no longer appropriate, accurate, or current.
- B. Selection of Library Media materials: All Library Media materials, print and non-print, to be used in the School District of New London to support and implement the-curriculum will be selected by professional personnel through reading, listening, viewing, and careful examination. The use of reputable, unbiased, professionally-prepared selection aids and/or selection checklist/guidelines are available to the district.
- C. Use of controversial Library Media materials:
1. The option is always open for a parent or guardian to object to a specific Library Media-materials being used with his/her child as a part of the educational program. The parent or guardian has the right to judge whether certain Library Media materials are acceptable for his/her child. *However, no parent/guardian or organization has a legal right to abridge the rights of other parents or children to have access to materials which are a part of the school district's educational program.*
 2. Occasionally, Library Media objectives can be achieved through exposure to Library Media materials that may be considered controversial in nature. If in the professional judgment of the library media specialist, teacher, supervisor, or principal, such Library Media material might be objectionable to a number of parents from the

community, a letter (Exhibit 1) must be sent to parents or guardians of students in the course prior to the use of the Library Media material(s) in question. The letter will indicate the titles of the proposed material and offer to substitute alternative materials for any on the list considered objectionable by the parent or guardian.

D. Procedures for handling challenged Library Media materials:

1. Any adult resident or employee of the school district may raise objection to Library Media materials used in the educational program. Any staff member receiving a complaint relative to the use of educational Library Media materials will report the matter to the building principal. The principal will apprise the complainant of the district's selection policy, criteria for selection, the reason for the selection, and the judgment of other outside professionals, such as reviewers, regarding the material. Appropriate district-level personnel should be consulted for their expertise which may contribute to the resolution of the issue.
2. If the complainant finds the information unacceptable, the complainant may formally challenge the use of the Library Media material in the educational program. All formal objections to Library Media educational materials must be made in writing on the "Request for Reconsideration of Library Media Educational Material" form (Exhibit 2). Each building office and the library media center will keep on hand sufficient reconsideration request forms. The reconsideration request form must be signed by the complainant and presented to the principal of the school involved in the challenge. The principal will then forward the formal objection to the District Administrator and the Director of Curriculum and Instruction.
3. Within two weeks of the receipt of a formal complaint, the District Administrator will present the formal complaint to an appointed district's Library Media materials review committee for reevaluation. The task of the review committee will be to make a recommendation for disposition of the material in question to the District Administrator. Generally, access to challenged Library Media materials will not be restricted during the reconsideration or review process. In some circumstances, alternate materials may be requested by parents for their son or daughter.
4. The Library Media Materials Review Committee will be composed of the following members as appointed by the District Administrator as needed:
 - a. The Director of Curriculum and Instruction who will serve as chair.
 - b. The building level media specialist.

- c. The principal of the building.
 - d. One teacher of the level of the request for reconsideration.
 - e. One member from the community.
5. The process for dealing with a formal challenge and conducting committee meetings should include the following steps:
 - a. Copies of the completed and signed reconsideration request form are distributed to all members.
 - b. Copies of the challenged material are distributed to committee members for their review.
 - c. How the committee will proceed with the review is discussed and procedures finalized.
 - d. Review of the Library Media material from professional sources are distributed to the committee members.
 - e. The complainant is given an opportunity to speak and expand upon the written challenge.
 - f. The review committee may request that individuals with special knowledge be present to provide information relative to the challenged Library Media material.
 - g. A thorough discussion of the Library Media material is conducted at committee meetings.
 - h. A recommendation as to the disposition of the Library Media material is made to the District Administrator.
6. The complainant will be kept informed by the committee's secretary appointed by the chair concerning the status of the review and be given timely notice of all forthcoming committee meetings. The committee's final recommendation to the District Administrator will be:
 - a. To take no removal action;
 - b. To remove all or part of the challenged Library Media material;
 - c. To allow the use of alternate titles, selected by appropriate school personnel; or,
 - d. To limit or restrict the educational use of the Library Media material.
7. The decision of the review committee is to be on the appropriateness of the Library Media material for its intended educational use.

8. A decision to sustain a challenge will not be construed as a judgment against the professional(s) involved in the original selection or use of the Library Media material. Requests to reconsider Library Media materials which have previously been before the committee must receive approval of a majority of the committee members before the Library Media material will be reviewed again.
9. The written recommendation of the review committee and its justification will be forwarded to the District Administrator for appropriate action, to the complainant, and to the school(s) in the district from which the complaint originated.
10. If the complainant is not satisfied with the written recommendation and justification by the review committee, the complainant may appeal the committee's decision to the Board of Education. To initiate an appeal, the complainant will make a written request to the District Administrator within two weeks of receipt of the recommendation.
11. When an appeal is filed, the review committee findings will be submitted to school attorney for legal opinion.

E. Board of Education appeal procedures:

1. First Board of Education meeting:
 - a. The District Administrator or his designee will present the findings of the review committee, along with the opinion of the school attorney, and any other material relating to the complaint.
 - b. Every attempt will be made to keep lines of communication open with the media so that accurate information is presented to the public as quickly as possible.
 - c. If appropriate, questions of censorship will be referred to the school attorneys.
 - d. Decisions about an issue will not be made at the same meeting in which the issue is first raised.
 - e. The Board may direct a subcommittee to take one or more of the following steps depending upon the nature of the challenge prior to further action of the Board:
 - (1) Study the Library Media materials and complaint in question.
 - (2) Review the action taken thus far as outlined in the board's policy relative to challenged Library Media materials.

- (3) Hear testimony relative to the challenged Library Media materials content. At this hearing, individuals must register stating name and address. The registration card will also provide information relative to whether the individual represents himself/herself or an organized group.
- (4) Seek additional resource material and/or consultant testimony which may include members of the review committee
- (5) Develop a written recommendation after all aspects of the guidelines have been followed.

2. Subsequent Board of Education meeting:

- a. The Board of Education will vote on the recommendation.
- b. When appropriate, the school attorneys will also present their findings to the Board of Education.
- c. If the challenged Library Media materials are upheld by the Board of Education, these materials may not be reconsidered again.
- d. If the challenged Library Media materials are not upheld by board action, the District Administrator will be directed by the Board of Education as to the proper procedure to be followed.

ADOPTION DATE: January 22, 2024

REVISION DATE(S):

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CROSS-REFERENCE: Policy 362.2 Selection of Library Media Educational Materials; Exhibit 1 Sample Letter Sent to Parents or Guardians; Exhibit 2 Request for Reconsideration of Educational Material Form
Policy 330 Curriculum Development
Policy 333 Parent Rights and the Curriculum

LEGAL REFERENCE: PI 8.01(2)(h); Wis. Stat. 118.13; Title 17, U.S. Code