

## **SERIES 300 INSTRUCTION**

361.2

### **LIBRARY/ INSTRUCTIONAL MATERIALS SELECTION**

It is the responsibility of the school district to provide a selection of books and other library materials which will implement and enrich the curriculum in all areas, to develop the appreciation of good literature, and to provide for personal and recreational interests of students.

The following specific criteria shall guide the selection of any library/instructional materials at all levels.

#### **Selection Objectives**

To support and enhance the educational program of the school, the library media center must be an integral part of the educational program of the school, providing a wide range of information resources on all levels of difficulty, with diversity of appeal, and representing different points of view. Reflecting the philosophy and goals of the Marshall School District Library Media Program, the objectives for the selection of materials are as follows:

- A. To provide resources in a variety of formats that will support and enhance the curriculum with consideration for varied interests, abilities, developmental levels, learning styles and cultural backgrounds of the students served
- B. To provide resources that will stimulate growth in thinking skills, factual knowledge, literary appreciation, aesthetic values, and ethical standards
- C. To provide resources that will contribute to students' emotional and social growth
- D. To provide a background of information which will enable students to make intelligent judgments and decisions in their daily lives
- E. To provide a diversity of viewpoints on controversial issues
- F. To provide materials which represent the values, perspectives, and contributions of the many cultural, ethnic, religious, and other groups which constitute society
- G. To provide materials which encourage students to read, view, and listen for personal pleasure and recreation, fostering a life-long appreciation of such activities
- H. To place principle above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to assure a comprehensive media collection appropriate for the users

#### **Responsibility for Selection**

The legal responsibility for the selection of instructional materials rests with the Board of Education pursuant to Wisconsin statutes. This responsibility is delegated by the Board to the professionally trained personnel employed by the school system including administrators, teachers, supervisors and media specialists

### Material for Selection

Instructional materials include, but are not restricted to, print and non-print items such as audio books, books, compact disks, computer software, games, graphic works, maps and globes, multimedia kits, newspapers, data bases, periodicals, posters, reference materials, cable programs, playaways, ebooks, videos, and various combinations of these.

### Criteria for Selection

Instructional materials support and are consistent with the educational goals of the district. The following criteria shall provide the basis for selecting instructional materials in the Marshall School District:

- A. **Relation to Curriculum** – Materials should be selected for their contribution to the implementation of the curriculum and the learning goals of individual schools and specific courses.
- B. **Relation to Existing Collection** – Materials should make a contribution to the balance of the Library Media Center collection in the individual school for which they are selected.
- C. **Interest and Appeal** – The content and style of the materials should appeal to the interests of those who will use them. When appropriate, the materials should stimulate further learning and provide the opportunity to develop higher order thinking skills.
- D. **Accuracy and Authenticity** – The content of materials should be valid, reliable, and complete. Imaginative materials should encourage positive attitudes, understandings, insights and creativity. Care should be taken to select materials that are accurate and authentic when reflecting the values, lifestyles, and perspectives of different groups in society.
- E. **Authority** – Consideration should be given to the qualifications and reputation of those responsible for creating the manual.
- F. **Comprehension** – The materials should be clearly presented in a well-organized fashion. The nature of concepts being developed should be appropriate both to the intended users and the depth of coverage. In print materials, the readability should correspond to the reading ability of the intended users; in non-print materials, content should correspond to the comprehension level of the intended users.
- G. **Permanence, Timeliness and Recency** – Materials should have lasting value or be of current interest or concern. Materials should be evaluated for the currency of the information presented. Copyright date is used as one indicator of the currency of materials.
- H. **Cultural Pluralism** – Materials should reflect sensitivity to the rights, achievements, and experiences of other groups and attempt to recognize, balance and understand bias and stereotype as they occur. Materials should foster respect and appreciation for the experiences of various groups that make up our pluralistic society and should present intergroup tension and conflict objectively and place emphasis on resolving social and economic problems.
- I. **Scope and Wholeness** – Each item should be evaluated from a broad perspective, looking at the work as a whole according to its overall purpose and coverage. Controversial elements should be judged in context, rather than as isolated parts.

- J. **Technical Quality** – Writing should provide adequate scope, range, depth, and continuity while maintaining user interest. Non-print materials should be of high technical quality. Materials should be of sufficient durability to meet reasonable user demands.
- K. **Cost** – The selection of any piece of material should be seen in relation to the degree of need for the material, the amount of intended use, and existing budgetary limitations.
- L. **Treatment of Controversial Issues** –
  - a. Religion: Materials about religion should be chosen to explain, not to indoctrinate.
  - b. Profanity, Sex or Violence: The use of profanity, sexual incidents, or violence in literary, artistic, political, audiovisual presentation or scientific work should not automatically disqualify such material. The decision should be made on the basis of the work's general value as a whole, and on whether situations are dealt with realistically.
  - c. Human Development: Materials on human physiology, physical maturation, or personal hygiene should be accurate and objectively presented.
- M. **Treatment of Biased Materials** – Materials which treat a particular race, sex, ethnic group, age group, religion, etc. unfairly, inaccurately, or in a prejudicial manner shall not be selected unless there exists a legitimate educational purpose, such as analysis, observation, historical development or interpretation, for the use of such materials.
- N. **Gifts and Loaned Materials** – Gifts or loaned materials must meet the same criteria as those selected for purchase. Gifts should be accepted with the understanding that, if not suitable, they may be returned or disposed of at the discretion of school staff who have received the materials.
- O. **Sponsored or Free Materials** – Sponsored materials are materials that are produced by public agencies or private enterprises. Such materials may range from those partially funded in the public interest (i.e. PBS programs) to those fully funded by groups that have a vested interest in the topic (i.e. films on forestry by a paper company).

Free films and videos, for the most part, are used by corporations to advertise and to promote corporate interests. Their use in the basic instructional program is discouraged and they never should be used without an explanation that a particular point of view may be presented. Free and sponsored materials should be evaluated for strong subliminal messages as well as blatant propaganda.

Instructional materials containing advertising may be used in schools if they include relevant information not attainable through usual educational sources. The emphasis in the material advertising is objectionable, the materials should not be used. Instructional materials containing advertising must meet the selection criteria for purchased materials.

- P. **Resources Outside the District** –
  - a. Online Databases: All online databases to be used as sources of information should be evaluated on the basis of sponsor credibility, accuracy, currency, cost in relation to the availability and accessibility of the information in other formats, the value of access to immediate information and ease of use.

- b. Cable, programs and video materials: All instructional materials used with students should be previewed by the professional staff to assure that they meet the selection criteria for purchased materials.

**Q. Weeding/Replacement** – Selection is an ongoing process which should include the removal of materials no longer appropriate and the replacement of lost or worn materials still of educational value.

No library/instructional materials shall be excluded because of the race, nationality, political or religious view of the author. Further, the school district of Marshall shall not discriminate in the selection and evaluation of instructional or library materials or media on the basis of sex, race, religion, national origin, color ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability or handicap. Discrimination complaints shall be processed in accordance with established procedures.

Legal References:     Sections 118.13 Wisconsin Statutes  
                                     120.02(1)(h)  
                                     PI 8.01(2)(h), Wisconsin Administrative Code  
                                     PI 9

Cross References:     Administrative Rule 361.2 Guidelines for the Selection of Textbooks  
                                     411 Rule Student Nondiscrimination Complaint  
                                     871 Public Complaints about Library/Instructional Materials  
                                     871 Rule Reconsideration of Library/Instructional Materials

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