

## **Westborough Public Schools K-12 Library Department Selection/Reconsideration Procedures**

### **K-12 Library Department Mission Statement**

The Westborough Public Schools' Libraries' goals are integral to the overall district goals and support the mission of the schools. The mission of the library is to advocate for academic excellence, facilitate collaboration and community, and to assist in developing learners within the school, with equitable access to ideas and information. The Libraries foster a love of reading and a respect of diverse opinions. Students are empowered to become compassionate life-long learners, globally responsible citizens, ethical users of technology, and producers of information through collaborative teaching between the library faculty and the school community.

### **School Library Support for Intellectual Freedom**

The school libraries of this district are guided by the principles set forth in the Library Bill of Rights and its interpretative statements, including “Access to Resources and Services in the School Library Program” and The Students’ Right to Read statement of the National Council of Teachers of English. See Appendix (in this policy) for the Library Bill of Rights, “Access to Resources and Services in the School Library Program,” and The Students’ Right to Read statement.

### **School Library Selection Objectives**

- To provide faculty and students with materials that enrich and support the curriculum and meet the needs of the students and faculty served
- To provide students with a wide range of educational materials on all levels of difficulty and in a variety of formats, with diversity of appeal, allowing for the presentation of many different points of view
- To select materials that present various sides of complex issues, giving students an opportunity to develop analytical skills resulting in informed decisions

- To select materials in all formats, including up-to-date, high quality, varied literature to develop and strengthen a love of reading

### **School Library Acquisitions Procedures**

- In selecting learning resources, professional personnel will evaluate available resources and curriculum needs and will consult reputable, professionally prepared evaluation tools, and other appropriate sources. The actual resource will be examined whenever possible.
- Recommendations for purchase involve administrators, teachers, students, district personnel, and community members, as appropriate.
- Gift materials shall be judged by the selection criteria and shall be accepted or rejected by those criteria.
- Selection is an ongoing process that should include removing materials that are no longer used or needed, adding materials, and replacing lost and worn materials that still have educational value.

### **PROCEDURES FOR SELECTION OF K-12 Library collection materials:**

#### **Objectives for Selection of Materials**

The Library's primary role is to provide materials that:

- Support and enrich all segments of the curriculum
- Foster an appreciation for literature
- Promote information literacy
- Develop aesthetic values and discriminating judgment
- Reflect varied interests, points of view, abilities and maturity levels
- Support the goals of the district

#### **Responsibility for Selection of Materials**

Responsibility for the selection of K-12 Library materials is delegated by the School Committee to the licensed Library Teacher employed by the Westborough Public School System. The

licensed Library Teacher will be guided by recommendations of teachers as well as administrators, students and parents.

### **Criteria for Selection of Library Materials**

The licensed Library Teacher will select materials to meet the needs of the collection based on knowledge of the curriculum, the existing collection, current methods of teaching, curriculum frameworks, State Standards, student abilities and the professional judgment of teachers along with the professional practices of the licensed Library Teacher.

Materials of superior quality will be sought with consideration to: authority/factual accuracy; timeliness/permanence; interest/ability levels; artistic/technical quality; format/price and peer reviewed/professional reviews.

Gift/Donation materials will be judged by the above criteria by the licensed Library Teacher. They will be added to the Library collection, placed elsewhere in the school (if deemed more suitable), or rejected if no need exists.

### **Procedure for Selection of Library Materials**

In selecting materials for purchase the licensed Library Teacher:

1. Evaluates the existing print and non-print collection to:
  - Identify obsolete, worn or missing items for update, replacement, duplication or weeding.
  - Appraise, in close co-operation with department heads and team leaders, subject coverage of topics currently or potentially emphasized in the curriculum frameworks and/or State Standards;
  - Assess the balance and depth of the collection in terms of State Standard and curriculum frameworks.
2. Uses reputable, unbiased, professionally prepared selection guides to locate current materials and to update/expand specific subject areas.

### **Procedure for Re-evaluation of Library Materials**

Occasionally objections are made to a selection despite the care and professional practice exercised by all professional staff members involved in the selection process.

Only one re-evaluation will be conducted at a time. Once a book has been submitted for review, it will not be reconsidered for a period of 3 years.

Submissions shall be accepted from Westborough residents with a WPS connection or a WPS staff member only.

If a complaint is made, the material will be returned to the certified Librarian for reconsideration. The material in question will remain available for student use during this process. The procedure for reconsideration is as follows:

1. Within five working days after the complaint has been made, the licensed Library Teacher will make an appointment with the complainant and the Principal or his/her designee (such as Library Department Leader) to discuss the reasons the material was selected. Licensed Library Teachers should provide peer reviewed/professional reviews and clear articulation of evidence.
2. If the complainant is not satisfied with the reasons given, the licensed Library Teacher will give the person a copy of this selection policy and a copy of the form entitled **Request for Reconsideration of Materials (Appendix B).**

The person will be directed to return the completed form to the licensed Library Teacher within five working days.

3. When the form is completed and returned, the licensed Library Teacher will inform the Principal who will promptly convene a review committee.

The committee will:

- a. Consist of the Assistant Superintendent or designee, a student representative (at the high school or middle school level), a department head, one teacher, one licensed Library Teacher, and two parents. Each member will have one vote.

Within twenty working days after the written request is received the committee will:

- b. elect a chairperson.
- c. read, view or listen to the material in its entirety prior to discussion.
- d. receive a written statement from the person(s) responsible for selecting or working with the material. In addition, a personal interview may be requested.
- e. receive the written statement from the person(s) responsible for the complaint. In addition, a personal interview may be requested.
- f. Evaluate the material in light of the completed **Request for Reconsideration of Materials** form, and the written statement(s) from the persons under d) and e) above.
- g. Reach a decision as to the educational value of the material for the Library collection.

The chairperson of the committee will:

- Issue a report of the committee's findings, including a minority report if requested by any member.
- Send a copy of the report to the parties under 1) above
- Submit the report, **Request for Reconsideration of Materials** form and written statement(s) from the person(s) and d) above to the Principal.

4. The materials submitted to the Principal will be on file in his/her office for perusal by interested parties.
5. If the complainant wishes to pursue the matter further, he/she will seek within five working days after the receipt of the committee's report, an appointment with the Principal and licensed Library Teacher, who will review and discuss the report with the complainant and make a decision within five working days.

6. If the complainant or licensed Library Teacher does not accept the Principal's decision, the Principal will submit all the materials given him/her by the review committee together with a recommendation to the Superintendent.
7. The Superintendent will review the materials, discuss them with the complainant and the licensed Library Teacher and render a decision.
8. The Superintendent will inform the Principal and the committee of his/her decision.
9. If the complainant or the licensed Library Teacher wishes to appeal the Superintendent's decision, the Superintendent will submit all materials together with his/her recommendation for action to the Westborough School Committee.
10. The decision of the Westborough School Committee is final.

Appendix B

**Request for Reconsideration of Library Materials**

1. Title \_\_\_\_\_ Author \_\_\_\_\_

2. Publisher \_\_\_\_\_ Date of Publication \_\_\_\_\_ Edn \_\_\_\_\_

3. Book   Periodical                      Audio              Video/DVD

4. Request initiated by \_\_\_\_\_ Phone \_\_\_\_\_

5. Address \_\_\_\_\_

6. Do you represent (circle one)   Yourself                      An organization

7. If you represent an organization, which one?

8. Have you read, viewed or listened to the **entire** material? Yes    No

9. To what specific pages, visuals or language do you object?

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What are your specific objections?

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10. Have you researched this material in journals or reviews? Please list, including review, website or journal title, date of issue, volume, pages, etc.

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11. Do you object to the author's/producer's background and/or professional credentials?  
Please explain.

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12. Have you researched the material's importance, educational value, and/or relation to  
the Library collection and/or curriculum?

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13. What would you like your school to do about this work?
- a. Do not assign /lend it to my child.
  - b. Submit the material to the Selection Committee/department for re-evaluation.
  - c. Other. Please explain.

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

## Appendix A Library Bill of Rights

"Interpretations of the Library Bill of Rights", American Library Association, July 30, 2007.

<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations> (Accessed September 1, 2022)

Document ID: 066677f2-3938-cbb4-7dba-2edff70d279b

"Library Bill of Rights", American Library Association, June 30, 2006.

<http://www.ala.org/advocacy/intfreedom/librarybill> (Accessed September 1, 2022)

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