

# Clark Elementary School Library-Media Center Selection Policy

## Philosophy

The Issaquah School District's core mission is that, "students will be prepared for and eager to accept the academic, occupational, personal, and practical challenges of life in a dynamic global environment." Information literacy is core to that belief and well-equipped school libraries are a vital resource to that end. It is the district's belief that materials in the library should support the curriculum, individual student needs and abilities, and cultural and economic backgrounds, while protecting each student's right to access a variety of age-appropriate content.

## Responsibility for the Collection

Under the direction of the principal, the teacher-librarian is primarily responsible for selecting materials for the library media center. The teacher-librarian will consult professional selection tools and seek input from and consider requests from staff, students, parents, and District specialists as part of the decision making process.

## Selection Objectives

The teacher-librarian will select a variety of print and electronic materials based upon analysis of the collection and building needs. Every effort will be made choose resources without the influence of personal bias. Selections will represent the different viewpoints of our community and aim to stimulate growth of intellect, imagination, and aesthetic appreciation.

## Selection Criteria

Selections will:

- enhance or supplement the adopted curriculum and support student progress toward meeting academic standards
- include both print and electronic resources (databases, e-books), allowing students access to resources from outside the library walls
- appeal to and reflect the varying interests and ability levels of the student population
- meet standards for quality, accuracy, and content
- represent the broad variety of problems, values, and view-points present in a multi-cultural society
- support students as they develop the ability to think critically and interpret the world around them
- be available to support the professional development of school employees

## Gifts

- Monetary gifts shall follow school district procedures and applicable paperwork will be submitted.
- Books gifted to the library must meet selection criteria to be included in the collection. The donor will be acknowledged for their contribution with a sticker on the inside front cover or title page of the book.
- Donations of used books must meet selection criteria and represent a need within the collection. Books that do not fit that criteria, but are age-appropriate and of interest to students will be donated to classroom libraries or individual students. Any books that do not meet criteria for the library or classrooms will be discarded. Donors will be notified in advance of this policy.

## **Policy on Controversial Materials**

The Clark Elementary library supports each student's intellectual freedom and right to read; as such we follow the American Library Association's *Library Bill of Rights* which outlines the policies and goals that guide our service.

## **Request for Reconsideration of Materials**

The following procedure will be followed if a selection is challenged:

1. The teacher-librarian will respectfully listen to the complaint. The building selection policy will be shared and it will be explained how the material in question meets criteria for inclusion in the collection.
2. If the community member is not satisfied with the explanation provided, they will be referred to section 2020P of the Issaquah School District Policy Manual which outlines a detailed process and timeline for "re-evaluation" of materials. Form 2020F3 from the District Policy manual allows the issuant to formally communicate their concerns with the district.