

The Board of Education, as the governing body of the Richmond School District, is legally responsible for all educational materials relating to the operation of the district. When parents/guardians and citizens have concerns about particular instructional programs or materials, including digital materials, they will be processed in accordance with established procedures.

The Richmond School District does not discriminate in the selection and evaluation of instructional materials including textbooks, Instructional Media Center materials, and digital content used in the instruction of students on the basis of sex, race, national origin, color, ancestry, creed, religion, pregnancy, marital or parental status, sexual orientation, handicap or physical, mental, emotional or learning disability. Discrimination complaints shall be processed in accordance with established administrative procedures.

Philosophy of the Richmond Library Media Center

We educate children in an information age. A primary objective of education is learning to identify, locate, interpret, organize, and present needed information in a clear, concise, and persuasive manner. As technologies change, students need to develop skills to manage complex information formats in addition to the mastery of reading skills. The school library media program, as an integral part of the total curriculum, is the vehicle that provides opportunities for students to practice these skills and to foster a lifelong interest in both reading and knowledge. Each student, therefore, should have access to an effective, integrated school library media program that reflects the curriculum and the needs of the schools community and the world in general.

As an information hub of Richmond School, the library media center will select and maintain a collection of materials including books, periodicals, maps, camera equipment, projection hardware, online databases, and additional miscellaneous audio-visual materials. The selection policy of Richmond seeks to support the curriculum with as much up-to-date material as possible to help bridge the information gap between those students whose home environments might place them in technologically “have” or “have-not” categories.

Objectives of Selection

The primary objective of the Richmond library media center is to implement, enrich, and support the educational programs of the school. Through materials selection, the library media center should seek to provide a wide range of materials with consideration for diversity of interests and different points of view, age-appropriate to the population of the school. Therefore, the library media center will:

- Provide materials that will enrich and support the curriculum, taking into consideration the learning styles, varied interests, abilities, learning needs, and maturity levels of the students served.
- Provide materials for teachers and students that will promote reading as a recreation, encourage growth in knowledge, and that will help develop literary, cultural and aesthetic appreciation.
- Provide materials which reflect the ideas and beliefs of varied religious, social, political, historical, and ethnic groups and their contribution to the local, national, and world heritages and cultures, enabling students to appreciate their importance and develop intellectual integrity in forming judgments.

- Seek out quality materials which reflect the particular ethnic make-up of the students' population, in order to provide a vision of positive models that move beyond their limited community experience.
- Place principle above personal opinion, and reason above prejudice in selection of materials of the highest quality in order to ensure a comprehensive collection appropriate for users of the library media center.

Authority and Responsibility

The Richmond School District Board of Education is legally responsible for the policies relating to the operation of Richmond School. The authority for selection of library media center materials is delegated to the District Administrator and appropriate Library Media Center staff.

Criteria for Selection

A. General criteria to be considered are:

1. Needs of the students
 - a. To support curriculum needs
 - b. To provide for a wide range of abilities, interests, and learning styles
 - c. To provide for informational and recreational needs
2. Needs of the professional staff
 - a. To provide current information on educational trends
 - b. To provide resources for dealing with student and teacher problems
 - c. To provide supplemental teacher materials
3. Needs of the community
 - a. To provide parenting materials
 - b. To support family literacy needs

B. Specific criteria for selection

1. Library media center materials shall support and be consistent with the general educational goals of the Richmond curriculum.
2. Library media center materials shall meet high standards of quality in factual content, artistic and literary value, and presentation.
3. Library media center materials shall meet the needs and interest of students and faculty.
4. Physical format and appearance of materials shall be suitable for their intended use.
5. Library media center materials shall be appropriate for the subject area and for the age, emotional development, ability level, learning styles, and social development of students for whom materials are selected.
6. Library media center materials shall be current and up-to-date.
7. Library media center materials shall be selected to help students gain an awareness of our diverse world.
8. Library media center materials shall be selected for their strengths rather than rejected for their weaknesses.
9. The selection of library materials on controversial issues will be directed toward maintaining a diverse collection representing various views.
10. Textbooks and classroom materials will not be purchased through library/media center funds. Per Wisconsin Common School Fund regulations, materials purchased with Library media center funds are to be kept in the library or cataloged for circulation.
11. Multiple copies of high-demand materials will be purchased when sufficient funds are available.
12. Lost or damaged (beyond repair) classics and heavily-circulated fiction will be replaced when available.

13. Books shall be evaluated based on these criteria:
 - a. reputation of publisher or producer
 - b. reputation of editor or author
 - c. accuracy and authority of information
 - d. appropriateness of subject matter to curriculum and grade level
 - e. quality of writing, illustrations, graphics
 - f. readability and reader appeal
 - g. price and cost effectiveness
 - h. favorable reviews in current or retrospective reviewing tools
14. Online databases and other electronic resources accessed via computers shall be evaluated using the criteria: accuracy, authority, and appropriateness. Fee structures and equipment needs also must be considered.
15. Materials within a series should be considered individually, since they might differ in quality or appropriateness.

Procedures

The Richmond library media specialist will follow these guidelines in selection of materials:

- The suggestions of teachers, students, parents, and administrators will be considered in conjunction with the dictates of the selection policy.
- Authoritative review tools such as *Booklist*, *School Library Journal*, *Hornbook Guide*, *Children's Catalog*, *Bulletin of the Center for Children's Books*, *Children's Book Review Index*, *Reference books for Young Readers*, *Core Media Collection*, and *CCBC Choices* will be used.

Whenever possible, two or more professional reviews will be considered before final selection of a material is made.

Weeding shall be given the same thought and care as is the selection of materials. In this way, the collection will remain current and useful to its unique clientele. Materials which are weeded from the collection may be given to teachers, students, donated to third-world schools, or discarded. Out-of-date, badly damaged or unused materials may be disposed of at the end of each semester.

Criteria for Gifts and Unsolicited Materials

Gifts and unsolicited materials which are accepted become the property of the Richmond Library Media Center. Therefore, the Richmond Library Media Center has the right to keep or discard all materials that are donated. Materials which are donated will not be given a monetary value.

A donor may prefer to increase the value of the donation by making a monetary gift which can purchase additional materials through the school's arrangement with a book vendor.

Gifts and unsolicited materials must meet the following general selection criteria in order to be accepted and become a part of the school library media center collection:

1. Gifts and unsolicited materials must support and be consistent with the general education goals of the school.
2. Gifts and unsolicited materials must meet high standards of quality in factual content, artistic and literary value, and presentation.
3. Gifts and unsolicited materials must be current and up-to-date.

4. Gifts and unsolicited materials must be appropriate for the subject area and for the age, emotional development, ability level, learning styles, and social development of the students for whom the materials are selected.
5. Physical format and appearance of gifts and unsolicited materials must be suitable for their intended use.
6. Gifts and unsolicited materials must help students gain an awareness of our diverse society.

Legal References:

Wisconsin Statutes

- Section 115.77 [local education agency duties related to students with disabilities]
Section 118.13 [student nondiscrimination]
Section 121.02(1)(h) [school district standard; selection of instructional and library media materials]

Wisconsin Administrative Code

- PI 8.01(2)(h) [school district standard; selection and reconsideration of instructional and library media materials]
PI 9.03(1)(e) [requirement to address student nondiscrimination in selection of instructional and library media materials policy]

Federal Laws and Regulations

Individuals with Disabilities Education Act

[programs and services for students with disabilities; includes National Instructional Materials Accessibility Standard and provision of assistive technology devices and services for students with disabilities]

Assistive Technology Act of 1998 [assistive technology devices and services]

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