

Library Materials Selection, Reconsideration, and Deselection Guidelines

School Library Collections

The Library Media Program of the Educational Technology Department provides schools with funding and resources to promote meaningful reading experiences, support the teaching of state standards, and enrich student learning. School library media centers curate collections which provide for the needs and interests of students and staff, taking into account their diverse interests, age levels, ability levels, learning styles, and emotional and social development levels.

We reaffirm the American Library Association's [Library Bill of Rights](#) and [interpretation for school libraries](#), which states:

The school library plays a unique role in promoting, protecting, and educating about intellectual freedom. It serves as a point of voluntary access to information and ideas and as a learning laboratory for students as they acquire critical thinking and problem-solving skills needed in a pluralistic society. Although the educational level and program of the school necessarily shape the resources and services of a school library, the principles of the American Library Association's Library Bill of Rights apply equally to all libraries, including school libraries. Under these principles, all students have equitable access to library facilities, resources, and instructional programs.

Selection Criteria

School library staff will select resources according to the following criteria:

1. educational significance
2. contribution and relevance to the state curriculum standards and goals of the school, based on knowledge of existing collection;
3. potential interest to students, including materials that reflect diverse religious, ethnic, and cultural backgrounds;
4. accurate, current, reliable, and authoritative factual content;
5. timeliness and/or permanence;
6. readability and accessibility to intended audience;
7. artistic quality and literary style;
8. age appropriateness or harmful to minors;
9. representation of opposing sides of controversial issues;
10. favorable reviews, recommendations, and/or award nominees found in professional selection sources or from professional personnel;
11. reputation and significance of author, producer, and publisher;

12. requests and recommendations of faculty and students;
13. variety of format, with efforts to incorporate emerging technologies;
14. value compatible with budget and/or need;
15. careful consideration to avoid personal bias and prejudice in selecting or not selecting materials;
16. support of second language learners;
17. support of students with special needs.

Items that do not meet an acceptable combination of these criteria will not be purchased or otherwise added to the collection.

Deselection and Weeding

De-selection and weeding are essential processes to maintain an appropriate, relevant, up-to-date library collection. The library professional staff is responsible to maintain the collection and determine if materials should be removed or replaced. The library professional staff will periodically review the collection to determine which materials should be removed or replaced.

Criteria for de-selection or weeding of materials may include:

1. failure to satisfy one or more of the selection criteria;
2. poor physical condition;
3. superseded by more current information or contains subject matter no longer needed to support the curriculum;
4. age appropriateness;
5. encourages stereotypes or biases;
6. harmful to minors as defined by Utah state law;
7. receiving little use; or
8. provides wrong, inaccurate or dated information

If a school or district patron feels a book does not meet Granite's selection criteria and should be de-selected or weeded, particularly where there is concern that a work may not be age appropriate or potentially harmful to minors, a request for a more thorough selection review can be made by providing a written request using the linked form. ([Link to *Reconsideration and Deselection of Library Materials Form*](#))

Process for a more thorough selection criteria review:

- Library materials will be reviewed as a whole by a team of three licensed librarian staff.
- Materials will be removed from circulation during the review or the duration of the de-selection process.
- The outcome of a selection criteria review may be:
 - the library material is retained in the library collection; or
 - the library materials will be deselected or weeded from the library collection

- The district will provide the patron with a receipt of submission which will include an estimated timeline for a determination of the review to be completed. All reviews will be completed within a reasonable time period not to exceed thirty (30) school days. Factors which will influence the review timeline are:
 - Time of school year
 - Staff availability
 - Volume of review requests in the queue
 - Scope of the material to be reviewed

Books that have been reviewed through the de-selection process will not be reviewed again for a period of three years.

Here are the suggested weeding procedures for each Dewey level:

000 – encyclopedias every five years, other materials no more than eight years.

100 – five to eight years.

200 – can be high turnover with religious books–keep current.

300 – almanacs replace every two years, keep political information current.

400 – check for wear and tear frequently.

500 – continuously update to make sure scientific information is current.

600 – continuously update medical information as older information can be misleading or dangerous.

700 – keep until worn.

800 – keep until worn.

900 – weed about every two years.

Biography – keep most current or best written titles.

Fiction – weed for multiple copies, keep those in best shape and that have the most literary value keep up on new titles

Reference – weed for currency and accuracy.

Discarded books should be stamped “DISCARD” and the barcode removed. You can offer these books to students, or teachers. The warehouse will pick up discarded books if you fill out an “Equipment Transfer Form” and attach a list of books to be discarded.

Donations

Any items donated or given to a school must also meet these criteria in order to be added to the school’s collection. Community members wishing to donate library materials should contact a member of the district library media staff in the Educational Technology Department (Phone: 385-646-4110) rather than contacting individual schools.

Reconsideration of Library Materials

Granite School District has established the following procedure to address challenges to selected library materials.

School Procedure

Each school should establish a School Library Collection Evaluation Committee to address requests for reconsideration of library materials. Members of the School Library Collection Evaluation Committee should include:

- School principal or designated member of the school administrative team
- School library media specialist
- Faculty member (preferably a member of the English department)
- School PTA representative
- School Community Council member
- Member of the community
- Member of the community

To initiate the reconsideration process, a parent/legal guardian of a student or staff member where the library materials may be accessed must complete and submit a *Request for Reconsideration of Library Materials* form to the school. A patron may make up to three reconsideration requests each year. Upon the school's receipt of a completed *Request for Reconsideration of Library Materials* form members of the School Library Collection Evaluation Committee should review the challenge and evaluate the material in question. The Director of Library/Media Educational Technology Department should also be informed of the challenge and receive a copy of the *Request for Reconsideration of Library Materials* form. As part of the review process, each committee member will review the book or media and complete an *Evaluation of Materials* form giving particular consideration to the concerns that were expressed by the parent/legal guardian. As soon as possible, the written decision of the School Library Collection Evaluation Committee should be given to the person(s) submitting the request for reconsideration. The members of the School Library Collection Evaluation Committee shall be deidentified in communications and classified as protected under the Government Records Access Management Act (GRAMA) to maintain the integrity of the reconsideration process and safety of patrons.

District-Level Appeal Procedure

If the school committee's decision does not satisfy the person(s) requesting reconsideration of materials, the school principal should direct them to the District Library Media Selection Committee, who will then review the challenged material and make a final decision. If the *Request for Reconsideration of Library Materials* form indicates the need for a districtwide collection item to be reviewed, the District Library Media Selection Committee will review the challenge and evaluate the material in question.

Members of the District Library Media Selection Committee:

- Director of Library Media/Educational Technology Department
- District Media Specialist
- Member of the District Novels Committee
- A District patron selected by each member of the Board of Education

A written decision from this committee will be provided to the patron, school principal, and superintendent (or designee) so that appropriate action may be taken.

Reconsideration of Library Materials - Committee Member Form

Date: _____

Title for Reconsideration: _____

Committee Member's Name: _____

Committee Member's Job Title: _____

1. I have read or viewed the entire book, media, etc. Yes_____ No_____
2. Did you find the material in question objectionable? Why or Why not?

3. Is there any age or group that should be allowed access to this book or video? If yes, who or what group? Please be specific and explain your reasoning.

4. Is there any age or group that should not be allowed access to this book or video? If yes, who or what group? Please be specific and explain your reasoning.

5. What action should be taken concerning this material?
 - a. _____ No action
 - b. _____ Remove from the collection
 - c. _____ Restrict to specific approved groups
 - d. _____ Other (explain)

6. Can the committee recommend another title for the school library to purchase that presents the point of view from the title in question? If yes, please list title, author, publisher, copyright.

Request for Reconsideration of Library Materials - Patron Form

Electronic version of *Request for Reconsideration of Library Materials* form can be completed here

MEDIUM: ____ Hardcopy Book ____ Digital Book ____ Hardcopy Media ____ Digital Media

TITLE _____

AUTHOR _____

NAME OF SCHOOL BUILDING WITH THE TITLE IN THE SCHOOL LIBRARY MEDIA COLLECTION

REVIEW REQUEST INITIATED BY:

Name (print) _____ Signature _____

Phone _____ Email _____

Do you have a child who attends the school where the book is located? Yes ____ No ____

Are you an employee who works at the school where the book is located? Yes ____ No ____

CHALLENGER EVALUATION (attach extra pages as needed)

1. I have read or viewed the entire book, media, etc. Yes ____ No ____
2. Summary of the book in your own words:

3. To what in the book do you object? Please be specific and cite page numbers

