

The library and the administrative staff of the District subscribe to the philosophy of materials selection set forth in the Board policy and practice statement.

I. Responsibility for selection:

The responsibility for selection of library materials is delegated to the Director of Library Services oversight.

II. Selection procedure:

In selecting materials for purchase, the Director of Library Services or designee consults reputable, unbiased, professional library review sources; the professional staff; members of administration, and/or utilizes personal examination. Reviews provide guidance on most book acquisition decisions and address topics such as content accuracy and age appropriateness. When reviews are available, elementary purchases are supported with the majority of reviews recommending the book for fifth grade or under and/or age ten or under, and middle school purchases are supported with the majority of reviews recommending the book for grade eight or under and/or age thirteen or under.

Review Sources

The following is a recommended list of reputable review sources:

- Booklist
- Cooperative Children's Book Center Choices
- Common Sense Media
- Horn Book
- Kirkus Reviews
- Library Journal
- New York Times
- School Library Journal
- Voice of Youth Advocates
- H.W. Wilson's Book Review Digest
- Subject area professional journals (e.g. The Science Teacher)

In specific areas, the Director of Library Services or designee follows these procedures:

- A. Gift materials are judged by regular selection criteria and are accepted or rejected accordingly.
- B. Worn or missing standard items are replaced as needed.
- C. Out of date or no longer useful materials are withdrawn from the collection.
- D. Any staff member can request consideration of a resource for placement in the professional collection, which is maintained separately from the student collection, and can be accessed by any staff member or a student with parent permission.
- E. All nonfiction materials related to topics commonly associated with the approved [Human Growth and Development Curriculum's](#) Life Cycle strand will be aligned to the Learning Targets at the following grade levels; Elementary – 4th Grade, Middle School – 6th Grade, High School – 10th Grade.
- F. Fiction content not specifically addressed in the approved Human Growth and Development Life Cycle strand, but that which could commonly be attributed to the life cycle strand, must have at least one review and all reviews recommend the book as appropriate for at minimum age 12 and/or 7th grade for middle school students, and age 9 and/or 4th grade for elementary students.

III. Selection criteria:

Media selections are considered on the basis of:

- A. Educational significance - need and value to the collection as determined by the District curricula.
- B. Students' needs, abilities, interests, maturity levels and backgrounds.
- C. Reputation and significance of the author/producer.
- D. Technical quality, adequacy, and scope of the material.
- E. Validity, accuracy, clarity, objectivity, and timeliness of material.

- F. High aesthetic quality and/or literary merit.
- G. Quality of format, readability, effectiveness and appropriateness of material.
- H. Worth commensurate with cost or need.

IV. Reporting of Book Purchases

The District's collection of print and digital materials contains over 215,000 unique print titles in our school libraries and 10,500 unique titles in the District's digital book collection. Each year, an average of 5,000 new titles are acquired and added to the collections as we respond to the needs of our students and staff. Families, staff, and the community can find a list of purchases published annually on the District's Library page on our website.

V. Parent/Guardian Access

The District values each Family's involvement in the development of their child's reading interests and fluency. In addition to supporting their child's reading, parents/guardians can work with their children to access their child's print or digital library checkouts using their child's account login and password. Detailed instructions on accessing a child's checkout information can be found at <http://www.elmbrookschoools.org/programs-services/library-services>.

For students wishing to read a book above their current level (elementary, middle, high), parents are able to grant permission for their child to access a book through the interlibrary loan process.

A student's checkout history is considered part of a pupil's record, which can be accessed by an authorized parent or legal guardian upon request. The District also provides families access to these records through a weekly email, listing a students' checkouts in both the print and digital collections. Families can opt-out of this email at any time.

VI. Procedures for Withdrawal of Library Materials

Collection development is an ongoing process which includes the removal of materials that no longer contribute to the overall goals of an informative, interesting and accurate collection. Library staff, in partnership with the Director of Library Services, will regularly review the library's collection and remove materials that:

- Contain outdated or inaccurate information
- Are no longer considered useful for curricular support or reading enrichment
- Have not been checked out for extended periods of time
- Are in poor physical condition
- Are designated for removal following the Request for Reconsideration, Controversial Issues process

VII. Challenged materials:

Review of challenged materials should be treated objectively, and as an important matter.

Material of sound factual authority shall not be prohibited or removed from the library because of partisan doctrinal approval or disapproval.

The option is always open for a parent/guardian to object to materials being used by his/her child. The parent/guardian has the right to judge whether the material is acceptable for his/her child and request that he/she has no access to the specific resource, limited access to the print collection, and/or no access to the digital collection.

If a complaint is made, the policy and practice statements for Controversial Issues, 6144, are to be followed.

VIII. References:

- A. Standard (h) of the 13 State Educational Standards Wis. Stats. 121.02(1)(h) supported by Department of

Public Instruction administrative rule P1 8.01(2)(h) deals with the availability of instructional materials.

“Each school board shall: ... (h) Provide adequate instructional materials, texts and library services which reflect the cultural diversity and pluralistic nature of American society.”

B. Wisconsin Department of Public Instruction Administrative Rule.

P1 8.01(2)(h) Library Services. Each school district board shall: (1) Have on file a written, long range plan for the library services department which has been formulated by teachers, library and audiovisual personnel and administrators, and approved by the School District Board. (2) Designate a licensed library/media person to direct and coordinate the District’s library/media program. (3) Make available to all pupils a current, balanced collection of books, basic reference materials, texts, periodicals, and audiovisual materials which depicts in an accurate and unbiased way the cultural diversity and pluralistic nature of American society. (4) Provide library/media services to all pupils as follows: to pupils in grades kindergarten through 6, library/media services which are performed by or under the direction of licensed library and audiovisual personnel; and to pupils in grades 7 through 12, library/media services which are performed by licensed library and audiovisual personnel.

C. The Wisconsin Department of Public Instruction’s School Library Program: Future Ready Librarian Tool for Digital Learning Action Planning (<https://dpi.wi.gov/school-libraries>)

D. The District acknowledges the School Library Bill of Rights for School Library Programs as a professional reference.

Legal Reference:
Section 121.02(1)(h)

Policy Reference:
6005 Equality of Educational Opportunity-Pupil Nondiscrimination/Anti-Harassment
6144 – Controversial Issues

Approved: July 18, 1976
Reconfirmed: 12/76, 12/82, 6/2003
Revised: 12/79, 12/85, 2/89, 7/96, 2/2007, 5/2014, 9/2017, 2/2021, 2/2022

School District of Elmbrook
Brookfield, WI 53005



The library and the administrative staff of the District subscribe to the philosophy of materials selection set forth in the Board policy and practice statement.

I. Responsibility for selection:

~~The Board of Education is legally responsible for all matters relating to the operation of the District. The~~ responsibility for selection of library materials is delegated to the ~~library coordinator or~~ Director of Library Service's oversight.

II. Selection procedure:

In selecting materials for purchase, the Director of Library Services or designee consults reputable, unbiased, professional library review sources; the professional staff; members of administration, and/or utilizes personal examination. Reviews provide guidance on most book acquisition decisions and address topics such as content accuracy and age appropriateness. When reviews are available, elementary purchases are supported with ~~a~~ the majority of reviews recommending the book for fifth grade or under and/or age ten or under, and middle school purchases are supported with ~~a~~ the majority of reviews recommending the book for grade eight or under and/or age thirteen or under.

Review Sources

The following is a recommended list of reputable review sources:

- Booklist
- Cooperative Children's Book Center Choices
- Common Sense Media
- Horn Book
- Kirkus Reviews
- Library Journal
- New York Times
- ~~Publishers Weekly~~
- School Library Journal
- Voice of Youth Advocates
- H.W. Wilson's Book Review Digest
- Subject area professional journals (e.g. The Science Teacher)

In specific areas, the Director of Library Services or designee follows these procedures:

- A. Gift materials are judged by regular selection criteria and are accepted or rejected accordingly.
- B. Worn or missing standard items are replaced as needed.
- C. Out of date or no longer useful materials are withdrawn from the collection.
- D. Any staff member can request consideration of a resource for placement in the professional collection, which is maintained separately from the student collection, and can be accessed by any staff member or a student with parent permission.
- E. All nonfiction materials related to topics commonly associated with the approved [Human Growth and Development Curriculum's](#) Life Cycle strand will be aligned to the Learning Targets at the following grade levels; Elementary – 4th Grade, Middle School – 6th Grade, High School – 10th Grade.
- F. Fiction content not specifically addressed in the approved Human Growth and Development Life Cycle strand, but that which could commonly be attributed to the life cycle strand, must have at least one review and the majority of reviews recommend the book ~~be reviewed by three review sources and all three must be reviewed~~ as appropriate for at minimum age 12 and/or 7th grade for middle school students, and age 9 and/or 4th grade for elementary students.

III. Selection criteria:

Media selections are considered on the basis of:

- A. Educational significance - need and value to the collection as determined by the District curricula.
- B. Students' needs, abilities, interests, maturity levels and backgrounds.

- C. Reputation and significance of the author/producer.
- D. Technical quality, adequacy, and scope of the material.
- E. Validity, accuracy, clarity, objectivity, and timeliness of material.
- F. High aesthetic quality and/or literary merit.
- G. Quality of format, readability, effectiveness and appropriateness of material.
- H. Worth commensurate with cost or need.

IV. Reporting of Book Purchases

The District's collection of print and digital materials contains over 215,000 unique print titles in our school libraries and 10,500 unique titles in the District's digital book collection. Each year, an average of 5,000 new titles are acquired and added to the collections as we respond to the needs of our students and staff. Families, staff, and the community can find a list of purchases published annually on the District's Library page on our website.

V. Parent/Guardian Access

The District values each Family's involvement in the development of their child's reading interests and fluency. In addition to supporting their child's reading, parents/guardians can work with their children to access their child's print or digital library checkouts using their child's account login and password. Detailed instructions on accessing a child's checkout information can be found at <http://www.elmbrookschoools.org/programs-services/library-services>.

For students wishing to read a book above their current level (elementary, middle, high), parents are able to grant permission for their child to access a book through the interlibrary loan process.

A student's checkout history is considered part of a pupil's record, which can be accessed by an authorized parent or legal guardian upon request. The District also provides families access to these records through a ~~an~~ opt-in weekly email, listing a students' checkouts in both the print and digital collections. Families can opt-out of this email at any time.

VI. Procedures for Withdrawal of Library Materials

Collection development is an ongoing process which includes the removal of materials that no longer contribute to the overall goals of an informative, interesting and accurate collection. Library staff, in partnership with the Director of Library Services, will regularly review the library's collection and remove materials that:

- Contain outdated or inaccurate information
- Are no longer considered useful for curricular support or reading enrichment
- Have not been checked out for extended periods of time
- Are in poor physical condition
- Are designated for removal following the Request for Reconsideration, Controversial Issues process

VII. Challenged materials:

Review of challenged materials should be treated objectively, and as an important matter.

Material of sound factual authority shall not be prohibited or removed from the library because of partisan doctrinal approval or disapproval.

The option is always open for a parent/guardian to object to materials being used by his/her child. The parent/guardian has the right to judge whether the material is acceptable for his/her child and request that he/she ~~not use a specified title~~ has no access to the specific resource, limited access to the print collection, and/or no access to the digital collection.

If a complaint is made, the policy and practice statements for Controversial Issues, 6144, are to be followed.

VIII. References:

- A. Standard (h) of the 13 State Educational Standards Wis. Stats. 121.02(1)(h) supported by Department of Public Instruction administrative rule P1 8.01(2)(h) deals with the availability of instructional materials.
- “Each school board shall: ... (h) Provide adequate instructional materials, texts and library services which reflect the cultural diversity and pluralistic nature of American society.”
- B. Wisconsin Department of Public Instruction Administrative Rule.
P1 8.01(2)(h) Library Services. Each school district board shall: (1) Have on file a written, long range plan for the library services department which has been formulated by teachers, library and audiovisual personnel and administrators, and approved by the School District Board. (2) Designate a licensed library/media person to direct and coordinate the District’s library/media program. (3) Make available to all pupils a current, balanced collection of books, basic reference materials, texts, periodicals, and audiovisual materials which depicts in an accurate and unbiased way the cultural diversity and pluralistic nature of American society. (4) Provide library/media services to all pupils as follows: to pupils in grades kindergarten through 6, library/media services which are performed by or under the direction of licensed library and audiovisual personnel; and to pupils in grades 7 through 12, library/media services which are performed by licensed library and audiovisual personnel.
- C. ~~The Wisconsin Department of Public Instruction’s School Library Program: A Resource and Planning Guide.~~ Future Ready Librarian Tool for Digital Learning Action Planning (<https://dpi.wi.gov/school-libraries>)
- D. The District acknowledges the School Library Bill of Rights for School Library Programs as a professional reference.

Legal Reference:
Section 121.02(1)(h)

Policy Reference:
6005 Equality of Educational Opportunity-Pupil Nondiscrimination/Anti-Harassment
6144 – Controversial Issues

Approved: July 18, 1976
Reconfirmed: 12/76, 12/82, 6/2003
Revised: 12/79, 12/85, 2/89, 7/96, 2/2007, 5/2014, 9/2017, 2/2021, ___/___

School District of Elmbrook
Brookfield, WI 53005

