

Lancaster Community School District

Instruction

LIBRARY MATERIALS SELECTION/INTERLIBRARY LOAN

It is the responsibility of the Lancaster Community School District to select materials for the school libraries in accordance with the following general principles:

1. Library materials shall be chosen for their educational value and their interest for all the students of the District. Materials should not be excluded because of the race, nationality, or the political or religious views of the author.
2. There shall be the fullest practical provision of materials presenting all points of view concerning the problems and issues of our times - international, national, and local. Library materials of sound factual authority shall not be proscribed or removed from library shelves because of partisan or doctrinal bias.
3. Attempts at censorship of library materials shall be challenged in order to maintain the school's responsibility to provide information and enlightenment.

Interpreting these principles of materials selection more specifically, the following will apply:

1. It is the right and responsibility of librarians to select library materials that are carefully balanced to include various points of view on any controversial subject.
2. Library materials should implement and enrich the curriculum in all areas, develop the appreciation of good literature, and provide for personal interests and recreational reading for students. The selections should be made by the librarian, who shall consider recommendations of the administrators, teaching staff, and suggestions from students within the limitations of this policy as approved by the Board of Education.
3. Selection of materials shall be assisted by the utilization of standard evaluation aids, (e.g., new authoritative lists, standards catalogs, book review digests, audio visual reviews) as well as personal examinations and evaluation whenever possible.
4. Materials for the school library shall be selected in keeping with the grade level and interest level at which they are to be used.

Interlibrary loan is available through a courier service provided by the School District and/or public library system. Individuals borrowing through the public library system must possess a valid library card from that library system and students and staff borrowing through a school library must be enrolled or employed by that school district.

Any type of material may be requested on loan from the school district library media centers. The lending school library has the responsibility of deciding in each case whether a particular item is available for loan.

School library media centers ordinarily will not loan the following:

1. Library Resources in current and recurring demand which have extensive holds and waiting lists at the requested library media center.
2. Reference materials, equipment, and licensed computer software.
3. Materials on reserve for individual, group or class use.

Borrowers:

1. Borrowing school library media centers & patrons of those centers should make every effort to exhaust their own resources before requesting from another library.
2. Borrowing school library media centers & patrons will make every effort to return materials promptly.
3. All materials borrowed from school district library media centers must be returned by the specified due date.

Lending Libraries:

1. The decision to loan material is at the discretion of the lending library media center. Each library media center will be as generous as possible with due consideration to the interests of its primary clientele. Lending libraries are not expected to process subject and keyword requests.
2. Lending libraries will process requests promptly.
3. The lending library is responsible for compliance with all copyright law and its accompanying guidelines.

The District shall not discriminate in the selection and evaluation of library materials on the basis of gender, race, religion, color, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or handicap. Discrimination complaints shall be processed in accordance with established procedures.

LEGAL REF.: Sections 118.03 (2) Wisconsin Statutes
118.13
120.13 (5)
121.02 (1) (h)
PI 8.01(2)(h), Wisconsin Administrative Code
PI 9.03(1)

CROSS REF.: 361.1-Rule, Library Materials Selection Guidelines

411-Rule, Student Discrimination Complaint Procedures
871, Public Complaints about Instructional/Library Materials

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