

### **Selection of library materials**

The criteria for the selection of print and non-print materials shall be:

- a. Needs of the school, based on knowledge of the curriculum and educational philosophy.
- b. Need to keep a balanced collection in accordance with the requirements of standards set up by the State of Montana and the recommendations of the American Library Association.
- c. Current interests and needs of the students based on knowledge of the personnel and the community.
- d. Recommendations of authorities in media and subject areas. Aids used in the selection of materials for the libraries include, but are not limited to:  
H.W. Wilson School Library Catalog  
H.W. Wilson Readers’ Guide to Periodical Literature  
A.L.A. Booklist  
School Library Journal
- e. Materials not appearing on recommended lists will be evaluated by the LMS on their educational significance, validity and timeliness. Materials will be selected for their strength rather than being rejected for their weaknesses. Specialized journals of the respective fields may also be consulted.
- f. Recommendations for acquisitions may be made by faculty members, administrators, students and community members and will be given due consideration by the LMS.
- g. Multiple copies will be collected as needed for popular subject areas and specific curriculum related materials.
- h. Each collection contains some foreign language resources.

### **Reconsideration of Library Materials**

**Time:** The number of days indicated at each level shall be regarded as maximum, and every effort shall be made to expedite this process.

**Day:** Reference to days in this procedure shall refer to working days. A working day is defined as all days during the academic year excluding Saturdays, Sundays, and holidays as designated by 1-1-2-16 M.C.A. (Rev. 2.12.91).

The Library Materials Reconsideration Standing Committee will be appointed by the Superintendent. A standing committee member will be appointed for a three year term (except to accommodate the initial appointments and the need to establish staggered terms). The Superintendent, with assistance from the LMS’s, will make available periodic training in federal and state law, case law on censorship, school policies and other appropriate information for the standing committee members. The Library Materials Reconsideration Standing Committee is composed of the following individuals:

- Four Principals—1 high school; 1 middle school; 2 elementary schools
- Four Librarians—1 high school; 1 middle school; 2 elementary schools

Four Parents (or legal guardians) of students in different district schools  
Four Certified Teachers—1 high school; 1 middle school; 2 elementary schools  
Two School Board Members

The Reconsideration Committee will be appointed by the Superintendent from the Library Materials Reconsideration Standing Committee. It will be comprised of one school board member, one principal, one parent, one librarian and one teacher. The Superintendent may not appoint a person from the Library Materials Reconsideration Standing Committee if the challenge originated from that committee member's school building. If the complaint originates from a district employee, their role as complainant excludes them from serving as a member of the Reconsideration Committee.

The Reconsideration Committee will select its own chair and will meetings in accordance with open meeting laws.

The complainant may withdraw the complaint and stop the process at any time.

Challenged materials will remain available for patron use until the steps prescribed by this procedure have been exhausted.

**Step One:** The challenge to library materials must be presented in writing and signed by a person who has legal standing (a person with legal standing is a parent or guardian of a student in Livingston School District 1 or 4; or a person who is a resident of Livingston School District 1 or 4). The person challenging the materials will use the form entitled "Request for Reconsideration of Library Media Materials" (see attachment A of Procedure 2310P). The form must be completed, signed and returned to the Superintendent. Any challenge must occur during the school academic year, between September 1 and May 30.

**Step Two:** The Superintendent will ascertain whether the form is complete and the person submitting it has legal standing. If the Superintendent determines the form is complete and the person has legal standing, the Superintendent shall, within seven (7) days, after receipt of the complaint, appoint a Reconsideration Committee. The Reconsideration Committee will be composed of five (5) individuals selected from the Library Materials Reconsideration Standing Committee.

**Step Three:** Reconsideration Committee will:

- Read, view or listen to the material in its entirety.
- Check acceptance of materials by reading literature and professional reviews and consulting recommended materials lists.
- Seek expert professional counsel and opinion, and/or additional information from any or all parties involved.
- Review the Library Materials Selection Process and Criteria.

Step Four: The Reconsideration Committee will conduct a public forum on the matter within fifteen (15) days after being appointed but no sooner than three (3) days after public notice. The purpose of this meeting is to hear all sides of the issue. The committee will not make its decision at this hearing. The Chair of the Reconsideration Committee will conduct the *public forum* and will review the reconsideration process for those in attendance. The Chair will ask for comments from alternating sides of the issue and will continue the hearing until all who care to speak have had a chance to do so. The hearing will be taped for the purposes of review by the Reconsideration Committee and the School Board.

Step Five: The Reconsideration Committee will make its written report and decision to the Superintendent within ten (10) days after the public forum. The Superintendent will, within seven (7) days, forward a copy of the Reconsideration Committee's report and decision to the complainant, appropriate school personnel, and to the School Board.

Step Six: The decision of the Reconsideration Committee may be appealed to the School Board, in writing. This appeal must be received by the School Board within twenty-one (21) days after the date of the Reconsideration Committee's decision. On appeal, the School Board will review the complaint, the materials involved in the complaint, the tape of the committee's deliberations, the tape of the public forum, and the committee's decision. The School Board shall render a decision within 30 days of the date of the appeal.

Procedure History:

Promulgated on: May 24, 2005

Revised on: