



# WENATCHEE LEARNS

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# STRATEGIES

- *Strategy One - Personalized Learning*
- *Strategy Two – Tapping into the Power of the Community*
- *Strategy Three – Use Best Tools & Resources to Advance Learning*
- *Strategy Four – Balance Change for All with Excellence for All*

## LIBRARY MEDIA CENTERS

### WAC 392-204-009

#### Definitions.

"Teacher-librarian" means a certificated teacher with a library media endorsement under **WAC 181-82A-202 (1)(i), 181-82-344, or 181-82-346.**

"School library information and technology program" means a school-based program that is staffed by a certificated teacher-librarian.

### WAC 392-204-020

#### School library information and technology program.

~~Library media staff shall collaborate as instructional partners and informational specialist with teachers to develop student's information and technology skills. Library/media staff will assist students and teachers by providing access to materials and securing information from other sources.~~

Library/media centers will be used to support the attainment of the state's learning goals. **The school library information and technology program is to include resources that promote a positive impact on student learning, such as a variety of resources for reading advocacy, student communication skills, electronic and print information, and resources that support student mastery of the essential academic learning requirements in all subject areas and the implementation of the district's school improvement plan, consistent with the goals for Washington common schools, as adopted by the state board of education. Each center shall be provided with a collection of print and electronic information, instructional equipment and other learning resource materials to promote a positive impact on student learning. These resources will support the district's school improvement plan and student mastery of the essential academic learning requirements in all subject areas.**

[Statutory Authority: RCW **28A.320.240**. WSR 16-01-059, § 392-204-020, filed 12/11/15, effective 1/11/16. Statutory Authority: 2006 c 263. WSR 06-14-009, recodified as § 392-204-020, filed 6/22/06, effective 6/22/06. Statutory Authority: RCW **28A.320.240**. WSR 05-08-013, § 180-46-020, filed 3/28/05, effective 4/28/05; WSR 92-24-025, § 180-46-020, filed 11/24/92, effective 12/25/92; Order 15-75, § 180-46-020, filed 12/11/75.]

### WAC 392-204-025

#### Services.

- 1) The teacher-librarian, through the school library information and technology program, shall collaborate as an instructional partner and informational specialist with classroom teachers to develop students' information and technology skills, help all students meet the content goals in all subject areas, and assist high school students completing the culminating project and high school and beyond plans required for graduation under WAC **180-51-061**.

- 2) The teacher-librarian's duties may include, but are not limited to, collaborating with his or her school to:
- (a) Integrate information and technology into curriculum and instruction including, but not limited to, instructing other certificated staff about using and integrating information and technology literacy into instruction through workshops, modeling lessons, and individual peer coaching;
  - (b) Provide information management instruction to students and staff about how to effectively use emerging learning technologies for school and lifelong learning, as well as in the appropriate use of computers and mobile devices in an educational setting;
  - (c) Help teachers and students efficiently and effectively access the highest quality information available while using information ethically;
  - (d) Instruct students in digital citizenship, including how to be critical consumers of information and provide guidance about thoughtful and strategic use of online resources; and
  - (e) Create a culture of reading in the school community, by developing a diverse, student-focused collection of materials that ensures all students can find something of quality to read and by facilitating school-wide reading initiatives along with providing individual support and guidance for students.

[Statutory Authority: RCW **28A.320.240**. WSR 16-01-059, § 392-204-025, filed 12/11/15, effective 1/11/16. Statutory Authority: 2006 c 263. WSR 06-14-009, recodified as § 392-204-025, filed 6/22/06, effective 6/22/06. Statutory Authority: RCW **28A.320.240**. WSR 05-08-013, § 180-46-025, filed 3/28/05, effective 4/28/05; WSR 92-24-025, § 180-46-025, filed 11/24/92, effective 12/25/92; Order 15-75, § 180-46-025, filed 12/11/75.]

The superintendent shall establish procedures for the selection of materials. Citizens who wish to express a concern about specific material included in the collection may do so according to the procedures outlined in **2021P 2020P**.

Legal References:	WAC 392-204 392-190-055	Library Media Centers Textbooks and instructional materials — Scope — Elimination of sex bias — Compliance timetable
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Management Resources:

<i>Policy News</i> , April 2005	State Board of Education Revises Library Media Rules
<i>Policy News</i> , October 2007	Elimination of Outdated and Obsolete Policies

**Adoption Date: 08.10.98**  
**Wenatchee School District**  
**Revised: 1.25.11**

## INSTRUCTION

# WSD LIBRARY **MEDIA CENTER** ~~COLLECTION DEVELOPMENT~~ PROCEDURE

## INTRODUCTION

### COLLECTION DEVELOPMENT

The objective of this library ~~collection development~~ procedure is to guide Teacher-Librarians, as well as inform the Wenatchee School District community, about the process for selecting, acquiring, evaluating and maintaining library materials.

In order to better respond to the unique needs of each school, the collection development process should be based upon an assessment of student and staff needs. Procedures should conform to the Wenatchee School District's mission to assist students in becoming "contributing community citizens with a global perspective." [NOTE TO LINDEE/BRIAN: THIS SECTION WAS MOVED TO BE PLACED AT THE TOP OF THE PROCEDURE; WORDING WAS NOT CHANGED OTHER THAN STRIKING OUT "collection development"]

The primary objective of the school library/media center is to implement, enrich and support the educational program of the district by:

- A. Providing resource materials, both curricular and personal for students and faculty;
- B. Providing **a wide range of educational** materials that meet the interest, vocabulary, maturity, and ability levels of all students; **and in a variety of formats, with diversity of appeal, allowing for the presentation of many different points of view;**
- C. **To select materials in all formats, including up-to-date, high quality, varied literature to develop and strengthen a love of reading** ~~Fostering reading~~ as a lifelong activity through ~~pleasurable~~ exposure to printed materials; and
- D. Implement procedures that fulfill the policies as outlined in the American Library Association Library Bill of Rights (appendix A).

To fulfill this objective, principles must be placed above personal opinion and reason above prejudice in the selection of materials of the highest quality and appropriateness. All purchases, including gifts, should meet the same standards.

## OBJECTIVE

~~The objective of this library collection development procedure is to guide Teacher-Librarians, as well as inform the Wenatchee School District community, about the process for selecting, acquiring, evaluating and maintaining library materials.~~

~~In order to better respond to the unique needs of each school, the collection development process should be based upon an assessment of student and staff needs. Procedures should~~

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~~conform to the Wenatchee School District's mission to assist students in becoming "contributing community citizens with a global perspective."~~

### SELECTION AND ACQUISITION

The certificated Teacher-Librarian has the final responsibility for the selection of all school library materials.

The following criteria for selection will be used as they apply:

1. Learning resources shall support and be consistent with the general educational goals of Washington State and Wenatchee School District and the aims and objectives of individual schools and specific courses.
2. Learning resources shall meet high standards of quality in factual content and presentation.
3. Learning resources will be appropriate for the subject area and for the age, taking into consideration emotional development, ability level, learning style and social development of the students for whom the materials are selected.
4. Physical format and appearance of learning resources shall be suitable for their intended use.
5. Learning resources shall be designed to help students gain an awareness of our pluralistic society.
6. Learning resources shall motivate students and staff to examine their own duties, responsibilities, rights, and privileges as participating citizens in our society, and to make informed judgments in their daily lives.
7. Learning resources shall be selected for their strengths rather than rejected for their weaknesses.
8. The selection of learning resources on controversial issues will be directed toward maintaining a diverse collection representing various views.

All items selected for and placed in the school library shall be selected in accordance with this procedure. Format of library materials includes, but is not limited to:

- Books (~~hardbound or paperback~~) (print or electronic)
- Newspapers
- Periodicals (paper, ~~electronic~~, online)
- ~~World Wide Web~~ Internet
- Online media
- Access to online communication forums
- Licensed software, databases, and other electronic formats
- Slides
- ~~Films and Videos~~
- ~~Pictures~~ (included in Realia)
- Audio recordings Audiobooks
- ~~Music and musical scores~~

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- ~~Pamphlets~~
- Archival materials
- ~~Maps~~
- ~~Government documents~~
- Realia (pictures, games, etc.)
- ~~Games (included in Realia)~~
- Databases
- Makerspace materials (3d printers, robotics, STEM, etc.)

The school library actively encourages recommendations by school faculty, students, and community patrons. In all cases, the Teacher-Librarian is responsible for verifying, before purchase of resources or acceptance of a gift, that the recommended items meet any or all of the following district library selection criteria:

- Educational significance
- Subject matter contributes to the curriculum and to the interests of the students
- Favorable reviews found in standard selection sources
- Favorable recommendations based on preview and examination of materials by professional personnel, such as academic subject specialists
- Reputation and significance of the author, producer, and publisher
- Validity, currency, and appropriateness of material
- Contribution the material makes to breadth of representative viewpoints on controversial issues
- High degree of potential user appeal
- High artistic quality and/or literary style
- Quality and variety of format
- Value commensurate with cost and/or need
- Timeliness or permanence
- Integrity
- Appropriate for the subject area and for the age, emotional development, ability level, learning styles, and social, emotional, and intellectual development of the students for whom the materials are selected
- Provide a global perspective and promote diversity by including materials by authors and illustrators of all cultures

ALA recommended resources for the selection of materials:

- Vendor catalogs (print and online)
- *Association for Library Service to Children (ALSC) Notable Children's Books*
- *American Historical Fiction*
- *Basic Book Collection for Elementary Grades*
- *The Best in Children's Books*
- *Children and Books*
- *Children's Catalog*
- *Elementary School Library Collection*

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- *European Historical Fiction and Biography*
- *Guide to Sources in Educational Media*
- *Junior High School Catalog*
- *Reference Books for School Libraries*
- *Senior High School Core Collection*
- *Subject Guide to Children's Books in Print*
- *Subject Index to Books for Intermediate Grades*
- *Subject Index to Books for Primary Grades*
- *We Need Diverse Books website*
- *Westinghouse Learning Directory*
- *Young Adult Library Services Association (YALSA) Best Books for Young Adults*

Current reviewing media:

- *AASA Science Books and Films*
- *American Film & Video Association Evaluations*
- *Booklist*
- *Bulletin of the Center for Children's Books*
- *Horn Book*
- *Kirkus Reviews*
- *School Library Journal*
- *Media and Methods*
- *Video Librarian*
- *VOYA - Voices of Youth Advocates*

## GIFTS AND DONATIONS

Materials donated to the school library shall be accepted and/or discarded in accordance with the same criteria as applies to purchased materials.

## ASSESSMENT AND INVENTORY

Deselection (weeding) of outdated and damaged materials is a natural part of the library's life cycle and maintenance of the quality and integrity of the collection. The Teacher-Librarian should evaluate the library collection on a continuing basis in order to assure that the collection meets the mission statement and goals of Wenatchee School District.

In order to effectively evaluate the status of materials, and to ensure the accuracy of the catalog, inventory of the library collection should be carried out on a periodic basis. The results of this inventory should inform and drive future selection and purchasing of materials.

Reasons for deselection may include:

- Poor physical condition
- Material has not circulated for a reasonable amount of time
- Outdated in content, use, or accuracy



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- Poor in quality
- ~~Inappropriate in reading level~~
- Duplicate information which is no longer in heavy demand
- Unattractive format, design, graphics, and illustrations
- Inappropriate content
- Contains information which is inaccessible due to lack of a table of contents, adequate indexing, and/or searching capabilities
- Material not selected in accordance with general selection criteria

## RECONSIDERATION OF LIBRARY/MEDIA MATERIALS

Despite the careful selection of library resources and the qualification of those involved in the selection process, objections to library resources that are deemed offensive or inappropriate may occur. The parent/guardian or employee may register a request for further information regarding the material. If materials are questioned, the principles of intellectual freedom should be defended rather than the materials. The material shall remain in the library collection and in circulation until the process is completed and a formal decision made.

When a concern is expressed about library resources, the Teacher-Librarian needs to consider both the citizen's right to express an opinion and the principles of intellectual freedom. Wenatchee School District Teacher-Librarians support the right of students, parents, or legal guardians to challenge the appropriateness of materials for themselves or their child/ward.

1. Concerns should first be discussed with the certificated Teacher-Librarian and/or the school principal. All parties are urged to resolve the concern at this level.
2. The Teacher-Librarian should:
  - Discuss the complaint with the patron and listen carefully to his or her concerns.
  - Explain why the material was selected, and how its inclusion in the collection was guided by the district collection development policy.
  - Share review source(s) for the material with the complainant.
3. If this informal process does not resolve the matter, the complainant may submit a formal Request for Reconsideration of Library Resources (Appendix B) to the Teacher Librarian and/or the School Principal. ~~This procedure will follow that required in board policy 2020P, with the understanding that the criteria and rationale for reconsideration of library resources will differ from the criteria and rationale for reconsideration of classroom/curricular instructional materials.~~
4. The building principal will be informed whenever a citizen requests a Request for Reconsideration of Library/Media Materials form. The principal shall facilitate a meeting of the complainant(s) and appropriate school staff. Following the meeting, the principal shall respond with a written decision. The principal's decision may include any of the following:

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- Withdrawing the library material from the student whose parent(s) made the request; or
  - Granting the parent's request to remove the material from the library; or
  - Keeping the library material accessible for all students.
5. If the concerns cannot be resolved through discussion at the school level, the citizen or Teacher-Librarian may make an appeal to the district level. The citizen's request for Reconsideration of Library Resources form (APPENDIX B) will be forwarded to the Wenatchee School District Learning and Teaching department ~~of an objection to information resources available in the library.~~ The Learning and Teaching department will review the complaint and establish a timely process for consideration of the complaint, if appropriate. All library material reconsideration decisions made by the Learning and Teaching department will be delivered in writing to the Superintendent, principal, complainant, and if necessary, the affected staff, and will be final.

## OVERDUE BOOKS AND FINES

- In June, librarians will turn in library overdues and fines to the office secretary to input into Skyward (or the district's current financial system) under building General Ledger book fines.
- If a student moves, librarians will report any book fees to the office as soon as they are notified that the student is moving.
- If a student pays a fine or returns a book from another school, the secretary will be notified to remove the fine from Skyward.
- When a student leaves one building and moves to another, the fine for any remaining books are to be entered into Skyward. If this has not been done the current librarian at the new building should notify the previous librarian that the fine needs to be added to Skyward. The payment of the remaining book fines will be given to the secretary at the current school.
- Overdue book policy with building changes: When students change buildings with books still checked out from previous school, they will be allowed to checkout only ONE book until their account is cleared from the previous building.
- Current school librarian will issue printouts to students in an attempt to get titles returned to the previous school. After a month, with discretion, if books are not returned or paid for or replaced, the student will no longer be permitted to continue to check out books. The student will be offered the opportunity for community service in their current school library to work off the cost of the book if payment is a hardship. The student's account will then be cleared and the former librarian will be notified.

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### Book Fines

- Lost books, magazines, cords or headphones
- Damages that cannot be fixed (wet books, dog chews, etc.)
- Under hardship, families that cannot pay the fine may replace the book with the same title or the student may work off the book with community service.

### Paid Fines

- All money goes through the office. The secretaries receipt the money into the library account and the money is used to replace with the same title or buy a different title.
- If the book is found within the first month, a refund will be issued if requested in that said time. After a month, refunds will not be issued because the lost book may already have been replaced.

### SUMMER SCHOOL BOOKS

Students from all elementary buildings in Wenatchee School District will be allowed to check out books during the five week summer school term. All unreturned books and fines will be transferred to their home buildings at the end of the term. They will be allowed to checkout one book in the fall until all lost books are returned or paid for. Any unresolved book fines will be covered by WSD Special Programs budget, and submitted to Special Programs at the end of October of each year.

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## APPENDIX A: The American Library Association Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. Libraries, which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948.

Amended February 2, 1961, and January 23, 1980,  
inclusion of "age" reaffirmed January 23, 1996,  
by the ALA Council.

~~DECLARACIÓN DE LOS DERECHOS DE LAS BIBLIOTECAS~~

~~La Asociación de Bibliotecas de los Estados Unidos (American Library Association) afirma que todas las bibliotecas son foros abiertos para la información y las ideas, y que las siguientes normas básicas deben dirigir sus servicios:~~

- ~~—1. Con el fin de satisfacer el interés de sus usuarios y darles acceso a todo tipo de información, toda biblioteca debe poner sus libros y otros recursos a la disposición de todos los integrantes de la comunidad a la cual sirve.~~
- ~~—2. Toda biblioteca debe proveer información y materiales que representen todos los puntos de vista sobre temas históricos y de actualidad. Ningún material debe ser prohibido ni retirado de circulación por motivos doctrinarios o partidistas.~~
- ~~—3. En su misión de proveer información sin restricciones, toda biblioteca debe enfrentarse a todo acto y tipo de censura.~~
- ~~—4. Toda biblioteca debe cooperar con todos los individuos y grupos interesados en oponerse a cualquiera restricción a la libre expresión y el libre acceso a las ideas.~~
- ~~—5. No se le debe negar a ninguna persona el derecho de usar la biblioteca por motivos de origen, edad, antecedentes personales o punto de vista.~~

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- ~~—6. Toda biblioteca que cuente con espacio disponible para exhibiciones o reuniones pœblicas, debe ofrecerlo en forma equitativa, sin tener en cuenta la creencia o afiliación de los individuos o grupos que soliciten su uso.~~

~~Adoptado el 18 de junio 1948. Enmendado el 2 de febrero de 1961 y el 23 de enero de 1980, la inclusión de “edad” reafirmada el 23 de enero de 1996 por el Consejo de la Asociación de Bibliotecas de los Estados Unidos (Council of the American Library Association).~~

NOTE TO BRIAN/LINDEE: We are not sure why this portion above was in Spanish in the original procedure, as there are no other procedures with Spanish wording. Therefore we are proposing that this section be deleted to be consistent with other policies/procedures.

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APPENDIX B:

Wenatchee School District Request for Reconsideration of Library Resources

Name of Requester \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

School \_\_\_\_\_

- 1. Type of Material:
 

Library book [ ]	Periodical [ ]	Model [ ]
Pamphlet [ ]	Recording [ ]	Video [ ]
Web-based [ ]	Software [ ]	Other: _____

2. Exact Title \_\_\_\_\_

Author \_\_\_\_\_ Publisher \_\_\_\_\_

3. Requester represents: Self \_\_\_\_\_ Organization \_\_\_\_\_

4. Statement of objections (please be specific: cite pages, vocabulary, source, etc.)

5. What, in your opinion, is the impact of the material on the student or students?

6. What, in your opinion, are the good points of the material?

7. Did you read, see, or hear the entire content? If not, what parts?

8. In your opinion, what is the purpose of this material?

9. What recommendation would you make in regard to this material?

10. Would you recommend something be used in its place? Specifically, what would you suggest?

\_\_\_\_\_  
Signature of Requester Date

If you need room for more comments, please attach a second sheet of paper.  
Please submit this document to **the School Librarian and/or School Principal.** ~~instructional materials~~

~~10/10~~ **4/18**