

INSTRUCTION

6.230-AP1 Administrative Procedure - IMC Collection Development

Instructional Media Centers (IMCs) support Unit 5's mission to educate each student to achieve personal excellence. IMCs contain materials to implement, enrich, and support the curriculum and meet the individual educational, emotional, and recreational needs of students and staff.

Support for Intellectual Freedom

The IMCs of this District are guided by the principles set forth by the American Library Association and National Council of Teachers of English.

Selection Policy Objectives

- To provide students and staff with materials that enrich and support the curriculum and meet the needs of students and staff served
- To provide students with a wide range of educational materials on all levels of difficulty and in a variety of formats, including up-to-date, high quality, varied literature to develop and strengthen a love of reading

Criteria for Selection

Materials shall:

- Support and enrich the curriculum and/or students' personal interests and learning
- Meet high standards in literary, artistic, and aesthetic quality
- Be 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
- Incorporate accurate and authentic factual content from authoritative sources
- Earn favorable reviews in standard reviewed sources and/or favorable recommendations based on preview and examination of materials by professional personnel
- Exhibit a high degree of potential user appeal and interest
- Represent differing viewpoints on controversial issues
- Provide a global perspective and promote diversity by including materials by authors and illustrators of all cultures
- Include a variety of resources in physical and virtual formats including print and other non-print such as electronic and multimedia (including subscription databases and other online products, e-books, educational games, and other forms of emerging technologies)

Selection Resources

The following professional resources may include but are not limited to:

- Association for Library Service to Children (ALSC) Notable Children's Books
- Booklist
- School Library Journal
- School Library Connection
- We Need Diverse Books website

- Young Adult Library Services Association (YALSA) Best Book For Young Adults

Award lists:

- State: Monarch, Bluestem, Abraham Lincoln, Caudill
- National: Caldecott, Newbery, Printz, Coretta Scott King, Pura Belpre, Sibert, Alex

IMC Specialists:

In addition to professionally published book reviews and award lists, District IMC Specialists collaborate with their building's teachers and students, and use their training, education, and professional expertise to choose books best suited for the diverse population of students at their respective schools. IMC Specialists also select materials that support the intellectual growth, personal development, individual interests, maturity levels and recreational needs of their students.

Gifts

Gifts to the IMC shall be subject to the same criteria used through the regular selection process.

Collection Evaluation

A periodic evaluation (“weeding”) of the collection will be performed to remove or replace materials that are no longer current, appropriate or useful as determined by the IMC specialist, according to the following guidelines:

- Appearance
 - Worn volumes: dirty, brittle, yellow pages; missing pages; tattered covers; etc.
 - Badly bound volumes: soft, pulpy paper and/or shoddy binding
 - Badly printed works
 - Books of antiquated appearance which might discourage use
- Poor Content
 - Information is dated
 - Information is inaccurate
 - Book is poorly written
- Use
 - Nonfiction: Book has not been checked out within last 10 years
 - Fiction: Book has not been checked out within last 5 years (classics excluded)

Procedure for Addressing Concerns

- Concerns should first be directed to the building IMC specialist.
- Upon receiving a concern, the IMC specialist shall notify the Building Principal. If the concern cannot be resolved in a conference, the concerned citizen will be asked to complete and return Exhibit 6.230-E1, *Request for Reconsideration of IMC Materials Form*.
- A committee comprised of the Building Principal or designee, IMC specialists at the appropriate level, and the Director of Education or designee will review the concern and make a decision regarding the material in question. Committee members shall complete their work using these guiding principles including:
 - Libraries have diverse material reflecting different points of view, and a library’s mission is to provide access to information to all users.

- All library users have a [First Amendment](#) right to read, view and listen to library resources.
- The Library Bill of Rights and Freedom to Read Statement of the American Library Association can be used as guiding documents.
- Any person has the right to express concerns about library resources and expect to have the objection taken seriously.
- When a library resources are reconsidered, the principles of the freedom to read, listen and view are defended rather than specific materials.
- A questioned item will be considered in its entirety, no judged solely on portions taken out of context.
- Parents or guardians have the right to guide reading, viewing, and listening of their children, but must give the same right to other parents/guardians.
- Questioned items will remain in circulation during reconsideration process.
- The Building Principal or designee will contact the concerned citizen regarding the decision.
- The committee decision may be appealed via written notice to the Superintendent within one week of notification of the decision.
- The Superintendent will provide a final decision within two weeks of receipt of the appeal.

LEGAL REF.:

[105 ILCS 5/10-20.8](#) and [5/28-1](#) *et seq.*

CROSS REF.: 6.80, 6.210, 6.230, 6.260, 7.10, 7.15, 8.110

ADMIN. PROC.: 6.230-E1, 6.260-AP1, 6.260-E1

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