

WSDLC Selection Advisory Committee Guidelines

Adopted March 2019; Updated January 2023

Charge

- Recommend scope and direction of collections included in the Wisconsin Schools Digital Library Consortium with the goal of meeting expressed and anticipated needs of the statewide k12 learning community.
- Advise the project managers and vendors on operational collection decisions, including content to be included in the collections and budget allocations, as directed by the Board and the Collection Development Policy.
- Review reconsideration form submissions and make recommendations to WSDLC Board for appropriate actions.
- Annually review collection budget allocations, Reconsideration Form, Selection Advisory Committee Guidelines, and the Collection Policy.
- Advocate for a current, balanced collection which depicts in an accurate and unbiased way the cultural diversity and pluralistic nature of American society per Wisconsin Administrative Code PI8.01(2)(h)3.
- Review new formats and collections for possible inclusion in the shared collections to present to the WSDLC Board on an ongoing basis.

Membership

- Membership is limited to library media specialists from WSDLC participating districts/schools.
- If a Selection Advisory Committee member moves to a non-member district during their term on the committee, that member will have one year to enroll their new district as a WSDLC member in order to renew their term.
- Volunteers will be recruited annually.
- Board members are eligible to participate on the Selection Advisory Committee.
- 5-7 committee members will be chosen to have a diversity of geography, enrollment size, and grade level experience.
- Members will serve 2-year terms with the option to serve two consecutive terms. Members may choose to serve on the committee after a year off. Project managers and Board Chair will develop a list of potential representatives from volunteers and the Board will have final approval of the committee roster.

Member Expectations

Members will:

- Attend and participate in scheduled meetings unless excused.
- Review provided materials, including circulation/hold reports, budget updates, etc.
- Participate in online discussions to make collection decisions between meetings.
- Act as an advocate and representative for the WSDLC.

Meeting Schedule

- The committee will meet in October, December, and March prior to the corresponding Board meetings.
- The majority of meetings will be held online; an occasional in-person meeting may be scheduled if convenient for committee members or warranted due to discussion topics.

Month	Activities
September	Annual orientation
October	Review of Budget Allocations for Collections for the current year, Review of Reconsideration Process, Review of Checkout Limits, OverDrive Updates, Member Sharing
December	Review of the Reconsideration Form, Review of the Selection Advisory Committee Guidelines, OverDrive Updates, Member Sharing
March	Review of the Collection Development Policy, Summer Reading support planning, OverDrive Updates, Member Sharing