

Instruction

Library Materials Selection and Purchase Policy

1. Selection Policy

- a) School library materials should be selected to create an environment which stimulates children to develop into informed, responsible and interesting people with an attitude of exploration and a spirit of inquiry. Materials should:
 - 1) Support the curriculum.
 - 2) Stimulate growth in factual knowledge.
 - 3) Promote an understanding of ethical standards.
 - 4) Provide background information to enrich experience in daily life.
 - 5) Develop critical thinking skills.
 - 6) Be factually accurate and honest in presentation.
 - 7) Promote a love of reading.
- b) School library media specialists will work with teachers and Curriculum and Instructional staff in preparing library material orders.
- c) Religious material will be included only to provide historical background and as general information regarding various religions from throughout the world.
- d) Materials will be chosen from: reviewing and selection sources, District and statewide displays, teacher and administrative personnel recommendations and other reliable sources.
- e) Gifts to libraries will be evaluated on the same basis as purchased material; libraries retain the right to use or not use them in accordance with the above principles. *See Administrative Regulation 3250 for accepting gifts.*
- f) The school library's mission is to provide students with material that supports the school curriculum.

Requests for materials of a highly controversial nature should be referred to the public library, local book stores or newsstands.

2. Library Materials Purchase Procedure

- a) All library material orders are to be approved and signed by the building principal and sent to the District Instructional Materials Center (I.M.C.).
- b) All supplementary instructional materials not on Board approved textbook lists will be covered by library instructional materials selection review procedures.

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- c) All subject area instructional materials that will be used in the District Instructional Materials Center or school libraries, whether purchased through District or federal funds, are to be approved by the Chief Academic Officer and sent to the District I.M.C.
 - d) Students shall not be required to buy any paperback or hard cover supplementary book for any District courses.
 - e) Teachers should not buy or furnish books or instructional materials for courses that have not received approval through the Curriculum and Instruction Office.
Acceptance of gifts must be reviewed and approved as outlined in Administrative Regulation 3250.
 - f) All instructional materials for courses will be reviewed by the Office of Curriculum and Instruction whether housed in a classroom, library, resource center or at the District I.M.C.
 - g) Instructional materials other than general supplies purchased under the principal's school budget should be reviewed by the Office of Curriculum and Instruction.
 - h) The Instructional Materials Center Supervisor and staff will remove any title or item not in keeping with the standards of the selection policy. Written notification of any materials deleted will be sent to the librarian and building principal. The specific reasons for deletion will be stated.
 - i) Building principals may appeal the decision to remove items to the Director of Digital and Virtual Learning.
 - j) School libraries should not obtain materials for their collections from gifts or other sources that have been deleted from purchase orders. Deleted items may not be returned to classrooms or library inventory. *See Administrative Regulation 3230 for disposal of books procedures.*
 - k) Issues that are still unresolved will be forwarded to the Chief Academic Officer whose decision is final.
3. Library Review Committee
- a) The Chief Academic Officer will determine the best method for resolving parent challenges to library materials.
 - b) The Library Review Committee will review those library materials that have been challenged by any person as being unsuitable for placement in a school library.

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- c) The Library Committee will not classify library materials in a restricted category simply because the material does not meet its own particular partisan or political view. The Committee will not restrict access to materials solely because the members may disagree with some of the ideas put forth by such material. However, access to library materials may be limited under the following circumstances:
- 1) material that is vulgar or obscene;
 - 2) material that is educationally unsuitable for a particular age group;
 - 3) material that may cause psychological harm to children;
 - 4) material that is a threat to school discipline or to an interest comparable to school discipline;
 - 5) material that does not meet the Selection Policy as set out in #1.
- d) Materials determined to be in the category of #3.c.4 and will not be made available in the school libraries.
- e) Materials determined to be in the categories of #3.c.1, 2 and 3 will be placed in the library on a restricted basis. Restricted materials will be made available to the student with written parental consent.

Cross Reference: Administrative Regulations 3230 and 3250

Legal Reference:

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