

LIBRARY MATERIALS SELECTION AND ACCESS**Library Materials Selection**

The School District will allocate suitable funds for the maintenance of a robust library collection on an annual basis. These funds will be used to obtain library materials (in both print and digital forms) that meet the following criteria:

- A. Include a diverse collection of classical and contemporary materials and authors, a balance of fiction and nonfiction materials, recreational readings, reference materials, and periodicals.
- B. Represent a broad diversity of opinion and appeal.
- C. Relate to the core curriculum, elective classes, and extracurricular programs and activities offered by the school district.
- D. Library materials shall be developmental and age appropriate. A broad variety of critical reviews shall be consulted, if available, in determining developmental and age appropriateness.

School library staff should consider existing materials and curriculum needs in selecting new library materials. School library staff should periodically review library materials and take such other actions as are necessary to keep the library up to date. In so doing, staff should remove and/or replace materials that are in poor condition, outdated, or are no longer of interest. In selecting library materials, school library staff should also consult critical peer reviews, if available, and reputable, professionally prepared selection aids.

Parents/guardians may direct that specific library materials not be checked out to their child by utilizing the *Opt-Out* form available at school libraries and on the district website. To the extent practicable, the school district shall make its library automation accessible to students and parents online.

The Board retains discretion with respect to all matters pertaining to the libraries maintained by the school district.

LIBRARY MATERIALS SELECTION AND ACCESS**Freedom from Censorship**

It is the intent of the School District to provide a broad diversity of opinion, interest, and scholarship in all library materials. Nothing in this policy is intended to prevent students from having access to relevant, age and maturity appropriate library materials. To the extent not inconsistent with this policy, the School District supports The Students' Right to Read (National Council of Teachers of English), The Students' Right to Know (Burgess and Jenkinson), and the School Library Bill of Rights (IJL-E1).

Reconsideration of Library Materials

The Board of Trustees recognizes that differences of opinion may exist about the appropriateness of certain library materials. Concerns pertaining to library materials will be addressed through the following process:

1. **Level One.** Parents/guardians should first meet with the building principal and school librarian to discuss any concerns about the appropriateness of library materials.
2. **Level Two.** If the parent/guardian's concerns are not resolved after meeting with and receiving a determination from the building principal, the parent/guardian may submit a Request for Reconsideration Form (Policy IJL-E2) to the Superintendent. This Request for Reconsideration must be submitted within 10 school days of receiving a determination from the principal. Upon receiving a completed Request for Reconsideration Form, the Superintendent or Assistant Superintendent shall within ten (10) school days select one of the following methods of review:

- a. **Superintendent Review.** The Superintendent or Assistant Superintendent may review the parent/guardian's concerns and determine whether to retain the challenged material in the school library, place the challenged material at a different location within the school (such as a different place within the library or in the counselor's office), or remove the challenged material from the school. In so doing, the Superintendent or Assistant Superintendent may consult other school district staff and/or community persons having knowledge in this area. The Superintendent or Assistant Superintendent shall prepare a written report summarizing his/her decision, which shall be

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provided to the Board of Trustees and to the parent/guardian within 45 school days of receipt of the completed Request for Reconsideration Form.

b. **Committee Review.** The Superintendent or Assistant Superintendent may convene a Media Reconsideration Committee to review the parent/guardian's concerns including the form and attached documents from parent/guardian, in accordance with Policy IJJ-P, Media Reconsideration Committee Procedures. The Committee shall determine whether to retain the challenged material in the school library, place the challenged material at a different location within the school (such as a different place within the library or in the counselor's office), or remove the challenged material from the school. The Committee shall prepare a written report summarizing its decision, along with addressing parent/guardian concerns, which shall be provided to the Board of Trustees and to the parent/guardian within 45 school days of receipt of the completed Request for Reconsideration Form.

3. **Level Three.** If the parent/guardian does not accept the decision of the Superintendent or the Media Reconsideration Committee, if convened, the parent/guardian may, within ten (10) days of receipt of the written report of the Superintendent or Media Reconsideration Committee, submit the completed Request for Reconsideration Form to the Board and request that the Board review the challenged library materials. If such a request is timely made, the Board of Trustees shall render a decision on the matter at a regularly scheduled board meeting within 60 school days of receipt of the request. The decision of the Board shall be final.

Unless otherwise directed by the Superintendent, library materials that are subject to a request for reconsideration shall remain available to students in the library during the reconsideration process.

A maximum of three books will be reconsidered by the Media Consideration Committee at one time. If more than three Reconsideration Requests are submitted at one time, such requests will be addressed in the order of receipt.

Materials that have been formally reviewed by the Superintendent, Media Reconsideration Committee, or Board of Trustees shall not be reconsidered again for a period of at least one year.

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References:

National Council of Teachers of English (NCTE). "Guideline on The Students' Right to Read." The National Council of Teachers of English, 2009, Web. 17 Nov. 2011.

Burgess, Lee, and Edward B. Jenkinson. The Students' Right to Know. Urbana, Illinois: National Council of Teachers of English, 1982. Print.

See also policies:

I JL-P - Media Reconsideration Committee Procedures

I JL-E1 -Library Bill of Rights for School Library Media Programs

I JL-E2 - Sheridan County School District #2 Request for Reconsideration of Curriculum, Instructional, and Library Materials

First Reading: 4-10-23

Second Reading: 5-1-23