

Objectives

Selection Criteria

Note: For information related to the selection process and accounting of instructional materials, as this term is defined by state law and rule, see **EF (LEGAL)**, **EFA (LEGAL)**, and **EFB (LEGAL)**.

The District shall provide a wide range of library materials for students and faculty that support student achievement and present varying levels of difficulty, diversity of appeal, and a variety of points of view. The Superintendent shall ensure that librarians and other designated professional staff select library materials in accordance with District policy and administrative regulations.

In this policy, "library materials" may include printed and electronic library acquisitions and other supplementary materials maintained in a campus library. Library collections should include materials that enrich and support the state and local curriculum. Collections should also provide materials of high interest to encourage student reading and learning for enjoyment. Library materials may be used to enhance the instructional program, for formal and informal teaching and learning processes, and for voluntary inquiry and self-selected reading.

The Board shall rely on District professional staff to select and acquire library materials that meet the selection criteria outlined in this policy.

Library materials shall be chosen in accordance with guidelines adopted by the Texas State Library and Archives Commission. Library materials shall also comply with the Children's Internet Protection Act (CIPA), including technology protection measures. [See CQ series]. In the selection of library materials, librarians and other professional staff shall ensure that the materials:

1. Enrich and support the curriculum, taking into consideration students' varied interests, abilities, learning styles, and maturity levels
2. Stimulate growth in factual knowledge and enjoyment of reading.
3. Develop a balanced collection presenting multiple viewpoints related to controversial issues so that students have an opportunity to develop, under guidance, skills in critical analysis (see EMB regarding instruction about controversial issues).

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INSTRUCTIONAL RESOURCES, **LIBRARY MATERIALS**

EFB
(LOCAL)

4. Represent many ethnic, religious, and cultural groups and their contributions to the national heritage and world community.
5. Meet high standards for artistic quality and/or literary style, authenticity, and educational suitability
6. Are age appropriate for the school level.
7. Are free of "harmful material" as defined by Texas Penal Code § 43.24(a)(2) or "obscene" as defined by Texas Penal Code § 43.21(a)(1)(B).
8. Include accurate and authentic factual content from authoritative sources for nonfiction works.
9. Have a high degree of potential user appeal and interest.
- ~~10. Are designed to help students gain an awareness of our pluralistic society.~~

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Gifts or donations of library materials shall be evaluated according to these criteria and accepted or rejected in accordance with this policy and CDC(LOCAL). [See also EFB (REGULATION)].

Selection of resources is an ongoing process that includes the removal of resources no longer appropriate and the periodic replacement or repair of resources that still have educational value [see EFB (REGULATION)].

**Parent Consideration
and Permissions**

In general, a student is afforded the opportunity to self-select library materials as part of literacy development and the library program. District staff may assist a student in selecting library materials; however, the ultimate determination of appropriateness remains with the student and parent.

Parents have access to view library log of books currently checked out by their child through the district's library management system.

Parents may submit a written request to the campus librarian in order to restrict a book for their own child's access.

Inter-Library-Loan (ILL) checkout options are provided for students who wish to borrow a book from a different campus. This may include books at higher or lower grade levels. Parents who do not wish for their child to have this access shall submit a written request to the campus librarian.

While ebook collections shall be provisioned using the same selection criteria as library books, ebook checkouts cannot be limited in

the same way they occur in libraries. Parents should consult with their child regarding ebook checkout selections.

Controversial Issues	District professional staff shall endeavor to maintain a balanced collection representing various views related to controversial issues to foster critical thinking skills and encourage discussion based on rational analysis.
Challenged Resources	A parent of a District student, any employee, or any District resident may formally challenge a library material maintained in the District's educational program on the basis that the material fails to meet the standards set forth in this policy.

Guiding Principles The following principles shall guide the Board and staff in responding to challenges of library materials:

1. A complainant may raise an objection to a library material used in a school's library program, despite the fact that the professional staff selecting the resources were qualified to make the selection, followed the proper procedure, and adhered to the objectives and criteria for library materials set out in this policy.
2. A parent's ability to exercise control over reading, listening, or viewing matter extends only to his or her own child as set forth in Texas Education Code Chapter 26.
3. Access to a challenged resource shall not be restricted during the reconsideration process except as allowed in EF (LEGAL) or if copies of the book are needed for the Reconsideration Committee process. The District may deny access to a child if requested by the child's parent.

The major criterion for the final decision on challenged library materials is the appropriateness of the resource for its intended educational use. No challenged library material shall be removed solely because of the ideas expressed therein.

Informal Reconsideration	<p>The school receiving a complaint about the appropriateness of a library material shall try to resolve the matter informally using the following procedure:</p> <ol style="list-style-type: none">1. The principal or designee shall explain the school's selection process, the criteria for selection, and the qualifications of the professional staff who selected the library material.2. The principal or designee shall explain the intended educational purpose for the library material and any additional information regarding its use.
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**Formal
Reconsideration**

3. If appropriate, the principal or designee may offer a concerned parent an alternative library to be used by that parent's child in place of the challenged material.
4. If the complainant wishes to make a formal challenge, the principal or designee shall provide the complainant a copy of this policy and a form **EFB (EXHIBIT)** to request a formal reconsideration of the resource.

A complainant shall make any formal objection to library material on the form provided by the District and shall submit the completed and signed form to the principal. Upon receipt of the form, the principal shall submit the form to the District's designee who shall appoint a reconsideration committee.

The reconsideration committee shall include at least one member of the instructional staff who has experience using the challenged resource with students or is familiar with the challenged resource's content. Other members of the committee shall include at least 1 district-level staff member, 1 campus administrator, 1 librarian, 1 teacher, and 1 parent. The parent should be from the same school level as where the challenged resource is available. The committee shall be comprised of an odd number of participants and shall be randomly selected.

~~The District shall establish a process of compiling parents who represent at least one campus from each middle school feeder pattern and who are willing and able to serve on reconsideration committees. (See EFB (REGULATION).)~~

All members of the committee shall read the challenged resource in its entirety. As soon as reasonably possible, the committee shall meet and determine whether the challenged resource conforms to the principles of selection set out in this policy. The committee shall weigh the strengths and weaknesses of the challenged resource and shall determine if material in question remains educationally suitable. ~~The committee can decide if a book is restricted, unrestricted, or removed. If a committee decides that the book is restricted access, then written parental/legal guardian permission shall be required. The committee's decision is by majority vote, through an anonymous ballot. When the decision is made to restrict access to a challenged resource, the decision shall apply district-wide and shall be implemented in a timely manner. Library materials subject to restricted access shall be moved to a restricted access area; however the titles of the library material shall remain viewable.~~ The committee shall prepare a written report of its findings and provide copies to the principal, the Superintendent or designee, and the complainant.

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| The **decision** of the reconsideration committee shall apply district-wide and is in effect for two school years following the school year it was challenged. A book shall not be reconsidered again for reinstatement or removal until after two school years.

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Appeal | The complainant may appeal the decision of the reconsideration committee in accordance with appropriate complaint policies, starting with the appropriate administrator. [See DGBA, FNG, and GF.]

Staff Training | The principal or designee shall annually review policies EF (LEGAL), **EFB** (LOCAL), EF (REGULATION), and CQ (LEGAL) in their entirety with the staff.

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