

Davis School District Policy and Procedures

Subject: 4I-202 School Library Media Centers

Index: Instructional Programs

Revised: July 22, 2015

1. PURPOSE AND PHILOSOPHY

The school library media centers of the Davis School District (District) exist to provide informational resources for teachers and students, to assist students in developing literacy and research skills, and to provide recreational reading opportunities.

2. COLLECTION DEVELOPMENT

School library collection development is the ongoing process of identifying strengths and weaknesses of the school library's collection of print, non-print, electronic resources, and equipment in relation to student and staff needs. School library media centers shall provide a broad range of educational, informational, and recreational reading resources.

2.1. Acquisition

2.1.1. The selection of library resources and materials shall be done by library professionals at each school site using guidelines and criteria developed under the direction of the District Supervisor and approved by the Assistant Superintendent over Curriculum and Instruction. The criteria shall include at a minimum:

- [a] relationship to or support of curriculum;
- [b] developmental/maturity level of students;
- [c] format;
- [d] accuracy;
- [e] timeliness;
- [f] reliability;
- [g] provision of balanced views;
- [h] recreation needs of students;
- [i] linguistic pluralism for both English language learners and foreign language programs;
- [j] literary quality; and
- [k] quality of illustrations.

2.1.2. Requests and suggestions of students, parents, and faculty which fit these criteria may also be considered.

2.2. Weeding

2.2.1. Weeding is essential to maintain a current, relevant, up-to-date collection. The school's professional library staff should periodically review the collection to determine which materials should be removed or replaced. Materials to consider for weeding include:

- [a] poor physical condition. However, literary quality and availability of replacement if a work is appropriate for a collection should be considered;
- [b] superseded by more current information or contain subject matter no longer needed to support the curriculum;
- [c] receiving little use;
- [d] providing wrong, inaccurate, or dated information; or
- [e] encouraging stereotypes or biases.

2.2.2. Under the direction of the District Supervisor, procedures shall be established for weeding of each school's library collection.

2.3. **Donations**

Organizations and individuals frequently express an interest in donating books and other resources to the District's school library media centers. Donation of a book or material does not guarantee the book or material will be placed in a District library media center. Professional library staff must review potential library media center donations using the criteria for selection of purchased material. Under the direction of the District Supervisor, additional criteria may be established for consideration of donated materials.

Although a donation may be made directly to an individual school, if the donor wishes to receive a receipt documenting the donation, the donation must be made through the Davis Education Foundation (Foundation). In donating through the Foundation, the donor may identify the specific school or schools the donor wishes to receive the materials.

2.4. **Inventory of Library Collection**

The school's library professional is responsible to maintain a regular inventory of library materials and equipment. A formal inventory shall be conducted annually to assess the library collection and help with selection and acquisition of materials and equipment. Under the direction of the District Supervisor, procedures shall be established for inventorying each school's library collection.

3. PARENTAL RESTRICTION OF INDIVIDUAL STUDENT ACCESS

The District recognizes the right of parents under state law and District Policy *11IR-107 Recognizing Constitutional Freedoms in Public Schools*, to restrict their child's access to materials the parent deems inappropriate. However, no parent has the right to make that decision on behalf of other students. A parent desiring to restrict their own child's access to specific library books or materials shall submit the request in writing to the library professional at the school the child is attending. If the material is a required part of classroom curriculum activities, the parent must follow the procedures for waiver contained in *11IR-107 Section 14*.

4. CHALLENGED LIBRARY MATERIAL PROCEDURES

A parent desiring action beyond restricting their own child's access to a particular book or material contained in the library media center of the school his/her child attends may challenge the placement of the item through the Challenge of Library Media Materials process. This process shall not apply to primary instructional materials used by a classroom teacher.

4.1. **School Level Challenge**

- 4.1.1. The parent must submit a completed School Level Challenge of Library Media Materials Form (Form) to the school's library media professional.
- 4.1.2. Upon receipt of the completed Form, the library professional will notify the District Supervisor of the request and call a meeting of the Collection Evaluation Committee ("School Committee") to introduce the request.
- 4.1.3. The material in question will remain in use during the challenge process.
- 4.1.4. The school library professional will provide the School Committee members access to the challenged material as well as public written reviews of the material from professional review sources. The School Committee members will be assigned to read, view, or listen to the material in its entirety as well as the reviews.
- 4.1.5. After being afforded time to review the material and reviews, the School Committee will reconvene, at which time the parent has the option to meet with

the School Committee to present his/her views. The School Committee will then dismiss the parent.

- 4.1.6. The School Committee will deliberate the issues and reach a decision. A decision is made by a majority vote. The School Committee will decide whether to retain the material in the library media center, relocate the material within the library media center, or remove the materials from the library media center.
- 4.1.7. The parent will be notified of the School Committee's decision in writing within a reasonable time period.
- 4.1.8. The same material cannot be challenged at the particular school for at least three (3) years.

4.2. District Level Challenge Appeal

If the parent is not satisfied with the decision of the School Committee, he/she may appeal the decision through the District Level Challenge Appeal process.

- 4.2.1. The parent shall submit a written District Level Challenge Appeal along with a copy of the original Form within ten (10) school days of receiving the decision of the School Committee.
- 4.2.2. The material in question will continue to be used as determined by the School Committee during the District Level Challenge Appeal process.
- 4.2.3. The District Supervisor will convene the District Appeal Committee ("District Committee") and provide them with access to the challenged material as well as public written reviews of the material from professional review sources.
- 4.2.4. The District Committee members will read, view, or listen to the material in its entirety as well as the reviews.
- 4.2.5. After being afforded time to review the material, the District Committee will reconvene, at which time, the parent will be given the option to meet with the District Committee to present his/her views. The District Committee will then dismiss the parent.
- 4.2.6. The District Committee will deliberate the issues and reach a decision. A decision is made by a majority vote. The District Committee will decide whether to retain the material in the library media center, relocate the material within the library media center, or remove the material from the library. This decision will only apply to the library media center from which the challenge originated.
- 4.2.7. The parent, the library professional, and the school principal from the school where the challenge originated, will be notified of the District Committee's decision in writing within a reasonable timeframe. This response shall serve as the final administrative action in the matter.

5. SCHOOL LEVEL GUIDELINES

The library media professional at each school library shall establish written guidelines for the operation of the school library media center. The District Supervisor may develop model guidelines. The District Supervisor and the school principal shall be responsible to approve individual school library media center guidelines. At a minimum, the guidelines shall include:

- 5.1. procedures and timelines for circulation of materials;
- 5.2. scheduling of library media center;
- 5.3. fines and replacement of lost or damaged materials;
- 5.4. computer access; and
- 5.5. rules and expectations for student behavior.

DEFINITIONS

“Collection Evaluation Committee” (“School Committee”) – shall consist of an odd number of voting members not less than five, and may include an administrator, department chair/or grade level teacher, parent representative, and student representative where appropriate. The school library media teacher or library media specialist shall be a voting member of and chair the committee.

“District Appeal Committee” (“District Committee”) – shall consist of an odd number of voting members, not less than five, and may include a member of the superintendency or designee, a parent representative, the Director of Curriculum and Instruction or designee, a student representative where appropriate, an elementary and secondary library media professional, and teacher(s). The District Supervisor shall be a voting member of and chair the committee.

“Primary instructional material” means a comprehensive basal or Core textbook or integrated instructional program for which a publisher seeks a recommendation for Core subjects designed in Utah Administrative Code R277-700-4, 5, and 6.

FORMS AND RELATED POLICIES

[School Library Media Centers Guidelines and Procedures](#)

[School Level Challenge of Library Media Materials](#)

District Policy [11IR-107 Recognizing Constitutional Freedoms in Public Schools](#)

DOCUMENT HISTORY:

Adopted: September 17, 2013

Revised: July 22, 2015 – Update references from “books” to “materials” and change DLC Supervisor to District Supervisor.