

INSTRUCTIONAL RESOURCES

EF
(REGULATION)

SELECTION OF
INSTRUCTIONAL
RESOURCES

All instructional materials in the Spring Branch Independent School District shall be selected in alignment with the objectives in EF (LOCAL), in support of TEKS mastery, and in support of the Core Characteristics of a T-2-4 Ready graduate [AE (LOCAL)].

Instructional resources to support classroom instruction shall be selected during collaborative team meetings and shall be thoroughly reviewed to ensure alignment to policy, alignment to TEKS, and age appropriateness prior to use with students.

PROCESS FOR
SELECTION OF
LIBRARY BOOKS

Professional staff identifying library books for student, self-selected, independent reading shall:

Prior to Procurement

1. Review policy EF (LEGAL), EF (LOCAL), and EF (REGULATION) in addition to CQ (LEGAL) which provides guidance regarding electronic resources.
2. Gather formal and informal recommendations from administrators, teachers, parents, students, and community members as appropriate [EF (LOCAL)].
3. Examine reviews from online collection development tools, such as Titlewave and Mackin, that gather reviews from reputable professional journals. Examination of reviews should be guided by criteria such as, but not limited to, the following:
 - a. Confirm age appropriateness for the grade or interest level.
 - i. Elementary school appropriateness is for grades PK-5. Books for which the majority of reviews show a grade range interest level beginning higher than 5th grade (for example, 6th – 8th grade) would require further review.
 - ii. Middle school appropriateness is for grades 6-8. Books for which the majority of reviews show a grade range interest level beginning higher than 8th grade (for example, 9th – 12th grade) would require further review.
 - iii. High school appropriateness is for grades 9-12. Books for which the majority of reviews show a grade range interest level of adult (or no specific grade range) would require further review.
 - b. Determine if the book meets other criteria such as readability, physical format, and relevance.

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Procurement

After it is determined that a book meets the selection criteria, an order may be placed. District processes for purchasing approval shall be followed.

BOOKS THAT DO NOT MEET SELECTION CRITERIA

If a book does not meet the selection criteria but is believed to still be a good addition for consideration, it shall be referred for review with the District Selection Committee.

DISTRICT SELECTION COMMITTEE

If a campus selection is in question during the procurement process, the book shall be referred to a District Selection Committee (DSC) for discussion and decision.

1. A minimum of 5 librarian representatives form a DSC.
2. The DSC shall read and review any books in question for the purpose of making a selection decision for a campus.
3. The DSC shall make a determination in regards to inclusion for student self-selected, independent reading on a campus.

LOCAL CAMPUS REVIEW

Upon receipt of each book order, the campus librarian or designee shall confirm contents match the invoice and, if any “back fills”, free additions, or donations were included, those books shall be evaluated to confirm favorable reviews and all other criteria set forth in this regulation.

Prior to shelving, graphic novels shall be reviewed in their entirety by a professional staff member to confirm that they are free of graphic images portraying sex acts.

OPPORTUNITY FOR PARENT PREVIEW

In recognizing that parents hold an essential role in the education of their children and have the right to guide what their children read, each library shall offer a “Parent Preview” at least ten business days before books are to be placed on the shelves.

PARENT PERMISSIONS

Parents have access to view library 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.

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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.

BOOK FAIRS

Book fair opportunities are in partnership with external vendors and may contain a variety of books for a campus to place on display. School librarians shall use discretion on the displays of book fairs to stay in alignment with age appropriateness selection criteria. Students are not required to purchase books at book fairs.

AUTHOR VISITS

Author visit opportunities are often in partnership with external vendors or organizations. Campuses who choose to offer an author visit shall ensure that each student and their parent is provided with information about the author and the author's book(s) along with the option to opt-out at least one week prior to the visit.

GRANTS AND
DONATIONS OF
BOOKS

Gifts of instructional resources shall be evaluated and accepted or rejected according to the criteria listed in this regulation and EF (LOCAL). Grant purchases of books shall also follow the same selection criteria as library books.