

INSTRUCTION

Library Media Centers: Discarding Materials-Parent/Legal Guardian Partnerships and School Library Collections

VBCPS recognizes the value of partnering with parents and legal guardians to support student learning and growth. Therefore, school libraries offer the following procedures to partner with parents and legal guardians regarding the materials that their students check out from their school libraries.

A. Generally

~~The entire collection should be examined at least once a year to find those materials which are no longer appropriate for inclusion.~~

A. A parent or legal guardian may request that their minor children be restricted from checking out specific titles, authors, or series from their school libraries. They may search their child's school's Destiny Catalog via the School Division-division website to identify titles that they wish to restrict. They may then complete a "Request for Limited Access of Library Materials (Individual Student)" form and submit it to their school's library media specialist. The childstudent will be restricted from checking out the items from any VBCPS school library, even if they transfer schools, until the parent or legal guardian provides written notice to a VBCPS school library requesting that the restriction be removed.

B. Withdrawals/Disposal

~~Established procedures for the withdrawal and disposal of library books may be found in the *Library Handbook for Virginia Beach City Public Schools*, 1999 Revision.~~

B. When library materials are intended to be used for instructional purposes, parents/legal guardians may determine whether they are appropriate for their minor children. Library materials are considered instructional materials when used (i) for completion of an assignment, or (ii) as part of an academic or extracurricular educational program. A parent or legal guardian may request that they be notified in advance, given the opportunity to review the material, and request an alternative when their child is attempting to check out a library item for instructional purposes. The childstudent will be restricted from checking out the material until the parent or legal guardian has given express permission that the item may be checked out. Parents and legal guardians who wish to take advantage of this opportunity should complete a "Parent/Legal Guardian Prior Notification for Student Checkout of Library Materials to be Used for Instructional Purposes" form and submit it to their child's school's library media specialist. The restriction will remain in effect until the parent or legal guardian provides written notice to a VBCPS school library requesting that the restriction be removed.

C. Per VBCPS Regulation 6-61.2 (Review and Challenge of Instructional Materials by Parents/Legal Guardians and Adult Students), parents, legal guardians, and adult students may challenge the inclusion of materials in a school library collection. The Regulation outlines the procedures for challenges to school library materials; however, the form to be used is entitled

“Request for Reconsideration of Library Materials.”

Approved by Superintendent: October 19, 1993

Revised by Superintendent: January 18, 1994

Revised by Superintendent: September 22, 1999