

SELECTION OF SCHOOL LIBRARY MATERIALS

The school library supports the educational program of the school. In addition, the school library should develop reading skill, literary taste, and discrimination in choice of materials and should provide instruction in the use of books and libraries. The school library should contribute to the development of social, intellectual, and moral values of the students.

The responsibility for the selection of library books and media is delegated to ^{or designee} school librarians ^{the} with the approval of the principal. If a professionally trained librarian is not employed by the school, the responsibility will rest with the library media technician, who will work with the principal, teachers, and district library personnel to select appropriate materials.

Objectives of the Library Collection

Specific objectives of a school library collection are as follows:

1. To provide resource materials, including digital, for teachers and teaching tools and materials to implement the curriculum.
2. To provide a balanced collection to include titles representative of all areas of the curriculum.
3. To provide students materials that will be most meaningful in their growth and development as individuals.
4. To provide materials that will meet the needs of differing age groups, levels of maturity, cultural backgrounds, and interests.
5. To provide materials to stimulate reading and growth in critical judgment and appreciation.
6. To provide materials and an atmosphere to help students become skillful and discriminating users of libraries and of printed and digital materials.
7. To provide materials that will help students develop a wide range of significant and helpful interests.
8. To provide materials that will promote an aesthetic experience and help develop an appreciation of the arts.
9. To provide materials that will help students make satisfactory personal adjustments and acquire desirable social attitudes.
10. To provide technology which will assist students in assessing, retrieving, and utilizing materials.

SELECTION OF SCHOOL LIBRARY MATERIALS (continued)

11. To provide a variety of materials to meet recreational and enrichment needs of students.
12. To provide materials that will encourage the habit of personal investigation.
13. To encourage lifelong education through the use of library resources.

Criteria for Selection of Library Materials

The following criteria will be considered in the selection of books and other reading materials:

1. Authority - Authoritative author and reliable publisher.
2. Scope - Overall purpose of materials and treatment of subject.
3. Accuracy - Factual accuracy of materials.
4. Timeliness - Current or permanent value.
5. Relevancy - Usefulness in supporting the curriculum.
6. Potential Use - Subject interest, demand, and importance to the collection.
7. Style - Literary quality, readability, suitability for the age level, and appeal to students for which it is intended.
8. Format - Paper, print, illustrations, and binding of good, attractive quality.
9. Special features - Index, bibliography, illustrations, and other helps.
10. Recommendations - First-hand evaluation or recommended by one or more reliable reviewing media.

In addition to these factors, the following will be considered when choosing digital materials:

1. Technical quality - Tone fidelity, clarity of focus, effective use of color, and synchronization of sound and image.
2. Physical characteristics - Ease in handling, durable, and attractive packaging.
3. Flexibility - Potential for extensive use in many curriculum areas.

SELECTION OF SCHOOL LIBRARY MATERIALS (continued)

4. Supporting material - Pertinent accompanying materials for students and a teacher's guide.
5. Training for effective use.

Books for recreational reading are an important part of a school library collection and will be selected to represent a well-rounded collection which is keyed to young people's need, interests, and level of maturity.

Gifts

All gifts will be subjected to the same critical examination and criteria used in evaluating other materials recommended for purchase. No book or publication whose primary purpose is dissemination of propaganda shall be added to the library collection. Advertising through library materials is not acceptable. Final selection and acceptance for use shall be at the discretion of the professionally trained personnel in accordance with the same criteria as all materials.

Controversial Material

Freedom of speech and free access to information are a cherished part of the democratic process and contribute to free discussion of controversial issues. Materials on controversial issues shall be presented by both sides of the issue and an attempt will be made to meet these additional criteria when selecting them:

1. Concepts are presented which are suitable to the ability and maturity of the students.
2. The sources, purposes, and points of view of the material are readily identifiable.
3. The material is free of stereotype role description and/or sexist bias.

While individual publications used in a study may be one-sided, the total material presented should provide a balanced view of the topic.

Special consideration should be given to the selection of materials on the following subjects:

1. **Religion:** Factual, unbiased material which represents all major religions of the world should be available.
2. **Ideologies:** Libraries should make available basic factual information on the level of its reading public on any ideology of philosophy which exerts a strong force, either favorably or unfavorably, in government, current events, politics, education, or any other phase of life.

SELECTION OF SCHOOL LIBRARY MATERIALS (continued)

3. **Sexual Incidents:** Materials presenting incidents on sex should be subjected to a test of literacy merit. While the sensational or over-dramatic should not be included, the fact of sexual incidents appearing should not automatically disqualify a book. Such episodes should be objective, accurate, simple in presentation, and in good taste, and the books should be of literary value. Materials, including graphic novels should be carefully reviewed to ensure content does not contain explicit images of violence, sex, or sexual acts.
4. **Obscenity, vulgarity, and profanity:** Books which contain profanity are not a desirable addition to the school collection; however, if the use of profanity in some mature fiction is necessary for the development of character or situation, opens a clearer vision of life, develops understanding of other people, or breaks down intolerance, then the librarian will exercise judgment as to whether the total merit and the literary quality of the book itself transcend the objectionable passage.
5. **Science:** Medical and scientific knowledge should be made available without any biased selection of facts.

It is the right and responsibility of teachers and librarians to select reading material which will comprise a carefully balanced, complete collection.

Student Responsibility for Lost or Damaged Materials

When a student returns a library item which is damaged beyond repair or if the item is not returned, the student and parents/guardians shall be billed for the full replacement cost of the book. The replacement cost is determined by using the current issue of Books in Print.

When an item receives minor damage and may be repaired, a partial charge may be made, e.g., a charge for the rebinding of the book.

Payments received for lost and damaged materials will be deposited in the "Library Book Replacement" account.

If a lost library item is found and returned in good condition, a full refund will be made following district accounting procedures.

Reconsideration of Library Materials

Any parent/guardian, resident or employee of the District may raise objection to materials available in the District's libraries.

The following procedures have been established to provide a system for receiving, considering, and acting upon complaints regarding instructional and library materials.

SELECTION OF SCHOOL LIBRARY MATERIALS (continued)**School Level Response**

The staff member receiving a complaint regarding instructional material shall try to resolve the issue informally.

If, after private counseling, the complainant desires to file a formal challenge, the principal or designee will provide the complainant with the Reconsideration of Library Materials form (~~Form C-8~~) which is available on the PUSD Intranet. The principal will forward a copy to the Superintendent's designee with a copy of the challenged material, if one is available.

Annual District Review Committee

Annually, the superintendent's designee will form a District Review Committee. The task of the District Review Committee is to provide an open forum for discussion of challenged materials and to make an informed decision on the challenge.

Access to challenged material will not be restricted during the reevaluation process. Individual students, with parent request, may be assigned alternative materials of equal merit.

The District Review Committee will be selected annually. This committee will consist of the following members who will be selected by the Superintendent's Designee and in coordination with school site administration:

1. One teacher at each level; elementary, middle, and high school
2. ~~One secondary teacher librarian and one elementary library media technician~~
3. One school site administrator
4. ~~One member of the District administrative staff~~
5. Representative parents from elementary, middle, and high school levels
6. ~~Two middle and two high school students~~

Prior to the first meeting, copies of the written complaint will be distributed along with reputable, professionally prepared reviews of the materials. Copies of the challenged material will be distributed, if available. Otherwise, arrangements will be made for all members of the committee to examine and study the material. If a book is being challenged, all the committee members will be expected to read the book prior to the first meeting.

The Review Process

The first meeting of the District Review Committee will be held within fifteen (15) working days after the complaint is filed with the superintendent's designee.

The role of the committee members is to produce a climate for a free exchange of ideas. In these discussions, the committee should be aware of relevant social pressures which are affecting the situation. All viewpoints expressed by groups or individuals must be heard.

SELECTION OF SCHOOL LIBRARY MATERIALS (continued)

The committee will then make its decision in private. In deliberating its decision, the committee should remember that the school system must be responsive to the community it serves; therefore, the committee must distinguish between broad community sentiment and attempts to impose personal standards. The main criteria for the final decision is the appropriateness of the material for its intended educational use (~~AR 6163.1 and~~ BP6163.1). A simple majority vote will determine the decision.

The committee's final recommendation may be that the material:

1. Be continued for general circulation or assignment to students.
2. Be circulated or assigned to students only after parental permission is obtained.
3. Be removed from general circulation or assignment to students.

The written decision and its justification shall be forwarded to the superintendent's ^{or} designee for final review. Following the ~~final~~ review, the decision will be provided ~~to the complainant, and to the schools affected by the decision.~~ The decision is final and will apply to any challenges that are made ~~in regard to the same materials at any District school site (if same grade range).~~

IF the complainant remains unsatisfied, he/she may appeal the decision to the Governing Board. The Board's decision shall be final. (AR 1312.2)

~~Regulation
approved: April 19, 2018
updated: November 28, 2022
updated: May 1, 2023~~

~~POWAY UNIFIED SCHOOL DISTRICT
San Diego, California~~

MB

Policy 1312.2: Complaints Concerning Instructional Materials

Status: ADOPTED

Original Adopted Date: 11/08/2016

The Board of Trustees uses a comprehensive process to adopt district instructional materials that is based on selection criteria established by law and Board policy. Complaints concerning the content or use of instructional materials, including textbooks, supplementary instructional materials, library materials, or other instructional materials and equipment, shall be properly and fairly considered using established complaint procedures.

(cf. 6161.1 - Selection and Evaluation of Instructional Materials)

(cf. 6161.11 - Supplementary Instructional Materials)

(cf. 6163.1 - Library Media Centers)

Parents/guardians are encouraged to discuss any concerns regarding instructional materials with their child's teacher and/or the school principal. If the situation remains unresolved, a complaint may be filed using the process specified in the administrative regulation.

The district shall accept complaints concerning instructional materials only from staff, district residents, or the parents/guardians of children enrolled in a district school.

When deliberating upon challenged materials, the Superintendent and/or review committee shall consider the educational philosophy of the district, the professional opinions of teachers of the subject and of other competent authorities, reviews of the materials by reputable bodies, the teacher's stated objectives in using the materials, community standards, and the objections of the complainant.

Complainants are encouraged to accept the Superintendent's or review committee's decision. However, if the complainant finds that decision unsatisfactory, he/she may appeal the decision to the Board.

(cf. 9322 - Agenda/Meeting Materials)

The district's decision shall be based on educational suitability of the materials and the criteria established in Board policy and administrative regulation.

(cf. 6144 - Controversial Issues)

(cf. 9000 - Role of the Board)

(cf. 9005 - Governance Standards)

Remove

~~Note: The following optional paragraph limits reconsideration within a specified time period and should be modified to reflect district practice.~~

Complaints related to sufficiency of textbooks or instructional materials shall be resolved pursuant to the district's Williams uniform complaint procedure at AR 1312.4.

(cf. 1312.1 - Complaints Concerning District Employees)

(cf. 1312.3 - Uniform Complaint Procedures)

(cf. 1312.4 - Williams Uniform Complaint Procedures)

Regulation 1312.2: Complaints Concerning Instructional Materials

Status: ADOPTED

Original Adopted Date: 11/08/2016

Step 1: Informal Complaint

If a staff member, district resident, or parent/guardian of a student enrolled in a district school has a complaint regarding the content or use of any specific instructional material, he/she shall informally discuss the material in question with the principal *or designee.*

Step 2: Formal Complaint

If the complainant is not satisfied with the principal's *designee* initial response, he/she shall present a written complaint to the principal. *or designees* Complaints regarding printed material shall name the author, title, and publisher and shall identify the objection by page and item numbers. In the case of nonprinted material, written information specifying the precise nature of the objection shall be given. Complainants shall sign all complaints and provide identifying information so that the district is able to make a proper reply. Anonymous complaints will not be accepted.

Upon receiving a complaint, the principal shall *designee* acknowledge its receipt and answer any questions regarding procedure. The principal *designee* then shall notify the Superintendent or designee and the teacher(s) involved of the complaint.

During the investigation of the complaint, the challenged material may remain in use until a final decision has been reached. However, upon request of the parent/guardian who has filed the complaint, his/her child may be excused from using challenged materials until a resolution has been reached. The teacher shall assign the student an alternate material of equal merit.

Step 3: Superintendent Determination

The Superintendent or designee shall determine whether a review committee should be convened to review the complaint.

If the Superintendent or designee determines that a review committee is not necessary, he/she shall issue a decision regarding the complaint.

Step 4: Review Committee

If the Superintendent or designee determines that a review committee is necessary, he/she shall appoint a committee composed of administrators and staff members selected from relevant instructional and administrative areas. The Superintendent or designee may also appoint community members to serve on the committee.

The review committee shall review the criteria specified in Board policy and shall determine the extent to which the challenged material supports the curriculum, the educational appropriateness of the material, and its suitability for the age level of the student.

Within 30 days of being convened, the review committee shall summarize its findings in a written report. The Superintendent or designee shall notify the complainant of the committee's decision within 15 days of receiving the committee's report.

Step 5: Appeal to the Board of Trustees

If the complainant remains unsatisfied, he/she may appeal the Superintendent's or the review committee's decision to the Board. The Board's decision shall be final.

(cf. 9322 - Agenda/Meeting Materials)

ms