

Library Materials

The Lakeland Joint School District recognizes the importance of the school library and assumes the responsibility for providing the library facilities, instructional materials, and equipment needed to support the entire curriculum of the schools. It shall be the policy of the Lakeland Joint School District Board of Trustees to:

1. Maintain a comprehensive, district-wide school library program.
2. Recognize the instructional and administrative functions of the school librarian and support his/her leadership role in the administration of the school library and the selection of materials therein.
3. Entrust the school librarian with the responsibility for building and maintaining collection of materials that adhere to District guidelines and policies. Materials will be selected to provide for the interest and needs of the entire school population. Selection will be carried out according to administratively adopted guidelines for the review and selection of library materials.
4. Support collaboration between the school librarians and other librarians in the community for the fullest utilization of all available information resources.
5. Entrust the school librarian to receive and process requests from students, parents, custodians, legal guardians of a student, or district resident for review of any library materials, provided that the request is submitted by completing a Library Material Review Form. The material in question will be reviewed by the librarian, the principal, and the Superintendent for a determination of its educational value. If the question remains unresolved, the Superintendent shall present the findings to the Board for final disposition. Final determination of the reviewed material will be provided to the requestor within sixty days.
6. Entrust the school librarian to receive and process requests from students, parents, custodians, or legal guardians of a student challenging any library materials under Idaho Code § 18-1517(B), provided that the request is submitted by completing a Library/Curriculum Challenge Review Form under Idaho Code § 18-1517(B). The challenged material will be given to the library review committee within thirty days. The committee will then read the book and provide a final report to the school board for its final decision. This process will be completed within sixty days of receiving the challenge review form.

Pursuant to State law, the Board has the duty and responsibility to equip and maintain a suitable library and shall follow all state laws and administrative rules.

School library materials may include, but are not limited to print books, recordings, digital materials, periodicals, newspapers, and equipment and are provided primarily for use by students and staff and may be checked out by either. Individuals who check out books are responsible for the care and timely return of those materials. The librarian may assess fines for late, damaged, or unreturned books.

District residents or parents/guardians of students attending the District may be allowed access to library books at the discretion of the building principal. However, such access shall not interfere with regular school use of those books.

All students are required to have on file a signed option form regarding library materials. The option form must be completed and signed by the parent or guardian of the student prior to any material being checked out. The option form is part of the fall registration process and must be completed annually.

Cross Reference:	2140 2500F 2500F1 2500F2 2510 & 2510P 2520 2520F 3570 3575 2530 2530F	Student and Family Privacy Rights Request for Review & Reconsideration of Learning Materials Objection Form for School or Classroom Library Materials Library/Curriculum Challenge Review Form Selection of Library Materials Instructional Materials Request for Review and Reconsideration of Instructional Materials Student Records Student Data Privacy and Security Learning Materials Review Request for Review and Reconsideration of Library Materials
Legal Reference:	IC § 18-1517(B) IC § 33-512	Children’s School and Library Protection District Trustees - Governance of Schools

Other References: Idaho Commission for Libraries website: <https://libraries.idaho.gov/>
Access to Resources and Services in the School Library by The American Library Association
Library Bill of Rights by The American Library Association

Policy History:

Adopted on: August 13, 2007

Revised on: June 12, 2024

Prior Policy: VII(J) – School Library Program