



Welcome!

Acquisition & Library Materials
Reconsideration Committee
Parent/Guardian Volunteer Training

Introductions

- **Jennifer Garstecki, Coordinator of Library Services**
- **Dr. Tonya Goree, Assistant Superintendent of Elementary C&I**
- **41 District Librarians (not in attendance)**
 - **2+ years of teaching experience**
 - **Master's degree**
 - **K-12 Library Certification (includes coursework in School Librarianship, Collection Development & Analysis, and Literature for Youth)**
 - **Elementary librarians serve 2 campuses & Secondary librarians serve 3 campuses (NEW for 24-25)**

Recent Updates to CFISD Libraries

- Library Coordinator position reinstated, Spring 2022
- Juvenile, Young Adult, & Adult Classification and Parent Opt-In/Out created, August 2022 as part of new EFB Local
- Record number of book reconsiderations, Winter 2022-23
- Parent Opt-Ins effective, January 2023
- District Library Materials Committee formed to suggest revisions to EFB Local & Reg, May 2023 to June 2024. The revisions included changes required by the READER Act.
- No formal book reconsiderations during 2023-24 school year
- Librarians reduced to 1:3 in Secondary and 1:2 in Elementary, Spring 2024
- Board passes Committee recommendations to EFB Local & Reg with addition of 30-day review period, August 2024

Agenda/Topics to Be Covered

- How a book makes it to a school library shelf
- Acquisition Reconsiderations
- Library Materials Reconsiderations
- Reconsideration Committee
 - Parent volunteer role
 - Committee process & expectations
 - Review Checklists
- Questions?
- Sign agreement

How a book makes it to School Library Shelf

STEP ONE: Librarians identify books they'd like to purchase

- Check reviews: School Library Journal, Library Journal, Booklist, Horn, Publisher's Weekly, Kirkus
- Publisher's recommendation
- Preview with vendor
- Age, grade, interest level
- Subject & Content Tags
- Awards & starred reviews
- Professional knowledge of author / series

How a book makes it to School Library Shelf

LEGAL

Laws & rules that govern education in Texas.
Cannot be changed at district level.

LOCAL

Policy governing the school district including LEGAL
Must be approved by the school board

Regulation

Further clarification of LOCAL and its implementation.
Does not require board approval

STEP TWO: Verify it meets EF Legal, EFB Local, & EFB Reg

- May not include material that is Harmful, Obscene, Explicit, Pervasively Vulgar, or Educationally Unsuitable
- YA & AD fiction & literary non-fiction must have professional reviews or read in entirety
- Must be reviewed for grades at the campus
 - Elementary: use caution when reviewed for grades 5-8
 - Middle: use caution when reviewed for grades 8+
 - High: use caution when reviewed for grades 11+

How a book makes it to School Library Shelf

STEP THREE: Add material to the District Acquisition List

- Librarians add titles meeting requirements to draft Acquisition List (new)**
- At monthly meeting, librarians review/approve titles (new)**
 - HS: all 4 librarians must agree title is appropriate**
 - MS: 6/7 librarians must agree title is appropriate**
 - ES: 4/5 librarians must agree title is appropriate (30 librarians divided into groups)**
- Coordinator will post approved books to district website for 30 days (board requirement)**
- Books without a formal reconsideration will be identified as “Approved for Acquisition” on the website. Teachers and Librarians may add these titles to their library collections.**

How a book makes it to School Library Shelf

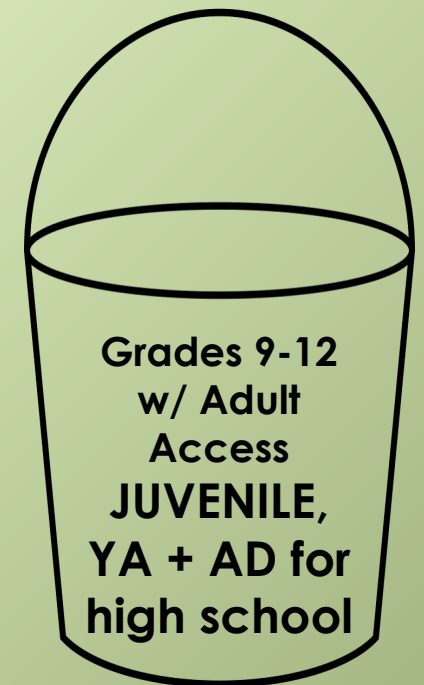
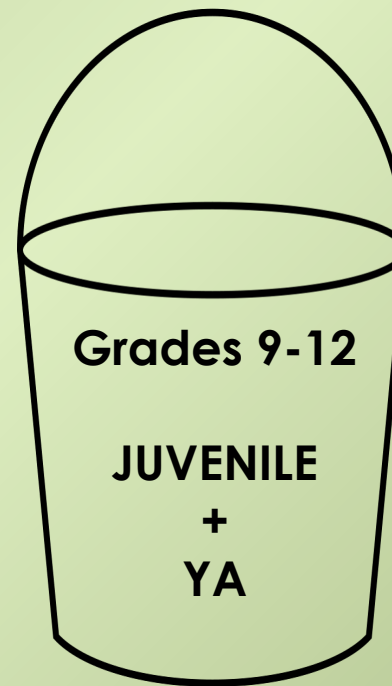
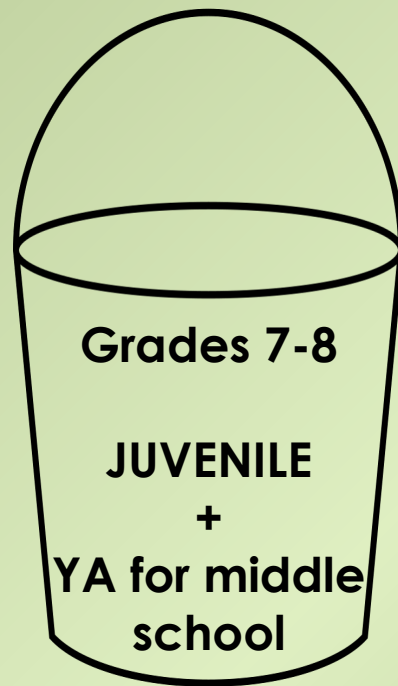
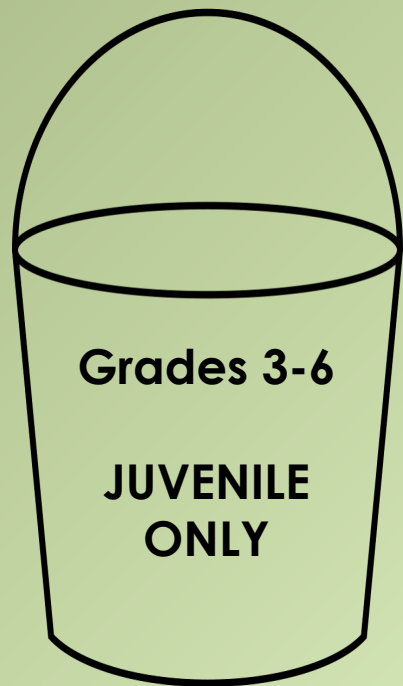
STEP FOUR: Acquire approved materials

- Librarians follow district finance procedures for ordering books**
- When books arrive, they are checked against Packing Slip and Invoice**
- YA and AD stickers (& barcodes, spine labels, property stamps, etc.) are added as appropriate**
- Computer records are loaded into Follett Destiny and collection (J, YA, AD) is adjusted & verified for fiction & literary nonfiction**
- Book is placed on shelf for patron access**

How a book makes it to School Library Shelf

eBooks & Audio Books

eBooks & audio books follow same process. Access is provided through SORA. There are 4 “buckets” of access available through SORA.



Reconsiderations

There are 2 types of Reconsiderations

- **ACQUISITION RECONSIDERATIONS:** Books that are to be acquired (not yet in a campus library). These are the books posted online for 30 day review.
- **MATERIALS RECONSIDERATIONS:** Books already in the campus library.

Acquisition Reconsideration

Materials librarians & teachers want to add to the campus & classroom libraries are added to an Acquisition List. This list must be posted online for 30 days. If there are no concerns at the end of 30 days, materials may be added to collections.

- If someone has a concern about a title on the Acquisition List, the Complainant first informally shares concern with Library Coordinator
- If not satisfied, Complainant may file a formal Acquisition Reconsideration Request using the form on the website and submit it to the Library Coordinator.
- Coordinator assembles a committee: librarian, district admin, and approved parent/guardian (5+ members w/ similar number of employees & parents)

Acquisition Reconsideration, Cont'd

- **Parent representative will be randomly selected from those with a student at that level. For example, if the book is on the elementary list, a parent with an elementary student will be selected.**
- **Coordinator purchases copies of book if not available from a library for committee to read in its entirety within 45 days**
- **Committee meets face to face to discuss material using the checklist and makes determination. Most likely after school hours here at Admin building.**
- **Determination shared with Complainant, Board of Trustees, and Superintendent within 10 days of Committee meeting**

Materials Reconsideration

This Reconsideration is for materials that are already a part of a campus library collection.

- Complainant first informally shares concern with campus librarian & admin**
- If not satisfied with outcome, Complainant submits a formal reconsideration to Coordinator using the form on the district website**
- Coordinator assembles a committee: librarian, campus admin, and approved parent/guardian from each campus where book is located**

Materials Reconsideration, Cont'd

- If there is more than one parent for a campus, one who has not yet served will be randomly selected
- If there is no parent for the campus, one will be randomly selected from the campus feeder pattern. If there is no parent from the feeder pattern, one will be randomly selected from the committee
- Once a parent has served on a committee, they will be moved to the end of the rotation
- If you are selected to serve on a committee, please confirm within 48 hours, so work may continue to move forward.

Materials Reconsideration, Cont'd

- If the material is at multiple campuses, the Coordinator may select campus representatives for a manageable size
- Each committee member reads material in its entirety within 45 days
- Committee meets to discuss material using the checklist and makes determination.
- Determination shared with Complainant and Superintendent within 10 days of Committee meeting. Superintendent sends to Board of Trustees.

Reconsideration Guiding Principles

- **A parent's ability to exercise control over instruction & instructional resources, including library materials, extends only to his or her own child (EFB LOCAL)**
 - **Access to challenged material shall not be restricted for students during the reconsideration process unless requested by a parent for that parent's child (EFB LOCAL)**
 - **Library materials may not be removed based solely on the ideas contained in the material or the personal background of the author or characters in the material (EF LEGAL)**
- * At any time, the parent/guardian may contact librarian to place a restriction on their own child's account (EFB - LOCAL)**

A library collection should . . .

- **Enrich and support the curriculum taking into consideration students' varied interests, maturity levels, abilities, and learning styles;**
- **Foster growth in factual knowledge, literary appreciation, aesthetic values, and societal standards;**
- **Encourage the enjoyment of reading, foster high-level thinking skills, support personal learning, and encourage discussion based on rational analysis; and**
- **Represent the ethnic, religious, and cultural groups of the state and their contribution to Texas, the nation, and the world.**
 - Texas mandatory standards for school library collection development

Protection from Inappropriate Materials

Library materials may not include **HARMFUL, OBSCENE, SEXUALLY EXPLICIT, PERVASIVELY VULGAR, or EDUCATIONALLY UNSUITABLE** materials.

- definitions are in the Regulation
- please read and fully understand these terms prior to serving on a committee

NOTE: “Library materials that are posted on the list by the Texas Educational Agency as containing sexually relevant/explicit material . . .” (page 1 of EFB-R)

- currently no list

Collection Descriptions: Juvenile, Young Adult, & Adult

Definitions for Juvenile, Young Adult, and Adult are in the Regulation. Please read and fully understand these terms prior to serving on a committee.

Grade Span	Content Access Level
Prekindergarten–grade 5	Juvenile, Young Adult*
Grade 6	Juvenile, Young Adult*, Adult*
Grades 7–8	Juvenile, Young Adult, Adult*
Grades 9–12	Juvenile, Young Adult, Adult*

* Parent permission is required

Additional Standards for Fiction & Literary Nonfiction (memoirs, etc.)

All fiction and literary nonfiction must have been professionally reviewed or read in its entirety prior to being added to the Young Adult or Adult collection.

30-day posting

ALL books, including replacements for lost or damaged books, are posted on the district website for a 30 day review period prior to purchase.

Miscellaneous items

If an item has gone through the reconsideration process and remains in the collection, a school district may not be required to reconsider an item within two calendar years of the final decision.

- Texas mandatory standards for school library collection development

The name of the Complainant will not be shared with reconsideration committee members but is subject to Public Information Requests.

The names of all approved parent volunteers for reconsideration committees will be shared on the district website. The names of participants on a specific reconsideration committee are subject to Public Information Requests.

Parent Agreements

- If called upon to serve on a committee, RSVP within 48 hours
- Committee will consist of no less than 5 members with the number of employees and parents similar
- The Coordinator will consider availability of members for scheduling the meeting (most likely after school hours & at Admin building)
- Must read EFB Local, Regulation, and Exhibits in their entirety
- Must read the entire material to be reconsidered
- Actively participate in committee discussion and determination
 - Committee discussion is to remain confidential
 - General consensus of majority committee will result in determination

Thank you for attending. Please send any questions to library@cfisd.net.

Sign Acknowledgement and turn in before you leave, OR you may email it to library@cfisd.net by Monday, 10/21/24. This is the final step to being on the Reconsideration Committee.