Purpose	**To outline the District's compliance with TX Education Code Section 33.023 and 33.024 by defining the requirements for challenging library materials, suspending access to challenged titles, removing them from classroom libraries, and upholding parental rights to catalog access, checkout records, and material restrictions. The District's collection-development standards and formal reconsideration process are outlined in EF (Local)**
Challenges and Temporary Suspension	**During a formal challenge process, while a material is under review, students are not permitted access to the challenged material.** **If a material is retained after a challenge, it cannot be challenged again for two years.** **If a material is removed due to a challenge, all teachers assigned to the grade level for which the material was removed must be notified and instructed to remove any copies from their classroom libraries.** **If the Board orders removal of a challenged title, every teacher whose classroom library may contain the challenged title will be notified and directed to remove all copies.**
Catalog and Records Access	**The District maintains a public online catalog of all library materials. Upon a parent's written or electronic request, the District will provide a record of every item a student checks out or uses outside the library (title, author, genre, date).** **Parents may submit a written list of titles their child may not check out or use outside the library.** **The District will enforce those restrictions immediately upon receipt.**
Annual Classroom Library Acknowledgement	**All classroom library books must be listed in the District library catalog for the appropriate grade level. Books not found in the catalog for their grade level must be removed from classroom collections. Teachers will conduct annual reviews and sign a self-certification form confirming compliance with these guidelines.**
~~**Professional Library**~~	~~**A professional library shall be maintained at the administration building for the use of the professional staff. Each school**~~

~~staff is urged to utilize the books, electronic media, and periodicals housed in the professional library.~~

~~**Periodicals**~~

~~In order that subscriptions to periodicals and newspapers for instructional programs, other than the library, be processed to ensure availability of these materials for the full academic year, the following procedures shall be followed:~~

1. ~~Requests for new or renewal subscriptions shall be submitted to allow the requests to be processed to coincide with the school budget year.~~
2. ~~Requisitions for subscriptions for the ensuing school year shall be submitted with other requisitions for items needed for the opening of school. The deadline for receiving requisitions in the purchasing department for summer processing is May 1. Only emergency requests for subscriptions shall be considered, if received after the May 1 deadline.~~
3. ~~Emergency subscriptions for instructional programs shall be received before November 1.~~
4. ~~Periodicals for libraries or for student subscriptions shall have the approval of the appropriate administrators.~~

~~**Audio-Visual Media Materials**~~

~~The following guidelines shall apply to audio-visual media materials used in the District:~~

1. ~~The library media specialist in each building shall coordinate the use of audio-visual media materials and equipment. No media materials from any source may be shown in the building in violation of current copyright laws.~~
2. ~~Audio-visual media materials shown to anyone in school buildings during school hours or to students after school hours must be from the District's audio-visual library or local campus library or have the approval of the instructional leader in the building. This shall not include audio-visual media materials shown after school to adult groups or to groups of students who are assembled after school hours as members of some other institution or organization, such as parent organizations or Boy Scouts.~~
3. ~~Only media materials secured from the District's audio-visual library or local campus library shall be considered automatically approved. Audio-visual media material from all other sources must have special approval as indicated above.~~

~~4.~~ ~~**Audio-visual material shown to students before or after school hours shall be approved by the instructional leader of the campus and shall adhere to copyright laws, whether or not charges are made, if the audio-visual material are sponsored by a school group.**~~

~~5. Only instructional audio-visual materials shall be used during the school day. Films promoting membership in Boy Scouts, Girl Scouts, Camp Fire Boys and Girls, and similar organizations may be shown only outside school hours.~~

~~6. The use of audio-visual media material and equipment owned by the District shall be restricted to the individual schools and the different organizations that are a part of its general program.~~

~~7. If school personnel use projected material to tell a story about the District, school equipment may be used. This applies to illustrated talks to civic groups and clubs as well as to parent organizations. In any case the audio-visual media materials to be used shall have prior clearance by the principal.~~

Restricted ~~Audio-Visual Media Material~~ Digital Media

~~8.~~ **All restricted ~~audio-visual~~ digital media material shall be approved by the principal personally.**

~~9. The principal shall be notified of the booking dates of restricted media materials ordered. Restricted media materials shall be delivered by regular school truck delivery addressed to the principal.~~

~~10.~~ **The principal shall make the proper designation of faculty who may show restricted materials -- usually the school nurse, health-science teacher, counselor, coach, or assistant principal. In middle and senior high schools where small group discussions may be held, the principal shall designate an appropriate person to conduct each session.**

~~11.~~ The principal shall receive parental permission before showing restricted ~~**audio-visual**~~ **digital** media material.

~~**Pay Programs**~~

~~12. No charge of admission shall be made for any program or showing in which audio-visual media material from the District's audio-visual library, campus library, personal library, or any other media source is used, without written permission from the producer to use the materials as entertainment, according to copyright standards.~~

~~13. Audio-visual media materials obtained from any source for pay programs must have the approval of the campus instructional leader.~~

~~14. Students shall attend school pay programs in which audio-visual media materials are used only after regular school hours.~~

~~**Pay Programs**~~

~~15. All of the District's audio-visual equipment, media, and supplies, whether purchased through local funds or federal funds, shall be inventoried and distributed by the Library Media Services Department of Curriculum and Instruction.~~

~~16. Distribution and use of audio-visual equipment, media, and supplies shall be in accordance with the following provisions:~~

~~a. General media materials such as video tapes and other forms of media communication, which are purchased for the District's audio-visual library, shall be under the direct management of the Library Media Services Department. They shall be stored in and distributed from that branch.~~

~~b. Smaller items of media materials may be sent by the Library Media Services Department to the local school for permanent storage, handling, and usage under these provisions:~~

~~(1) All media materials and equipment directed to a building shall be under the direction and supervision of the principal of the school.~~

~~(2) Within the local school, audio-visual equipment, media, and supplies shall be stored, distributed, and inventoried by the building library media specialist.~~

Adoption or Last Amendment Date

This regulation was last amended on August 23, 2025.