



NEW BOOK ORDER PROCESS

To comply with State Bill 13 and Board Policy, all new titles acquired by Dallas ISD libraries—including donations—follow a single, transparent workflow. This process ensures that all materials are high-quality, relevant, and in full compliance with district standards before they ever reach a student's hands.

Selection & Vetting

The Selection Process:

1. Librarians build their orders using professional reviews, student/teacher requests, campus needs, and official state and national lists.
2. For titles not in our Catalog, librarians select from pre-approved central lists created by Library Media Services and approved by the Board.
3. Existing titles (materials already in the District catalog or previously approved by the Board) follow a standard purchasing path. (Board approval not required.)

The Vetting Process:

Library Media Services (LMS) staff create the new book order lists for Board approval and for librarians to select titles from.

- **Compliance:** Ensuring adherence to Board Policy EF Local and EFB Legal.
- **Age/Grade-Level Appropriateness:** Assigning each title to the appropriate Elementary, Middle, or High School library.



Public Review

Public Posting: LMS compiles all proposed new titles and posts them on the Library Media Services website for a mandatory 30-day public review window.



Purchasing & Order Fulfilment

Once titles are publicly posted for 30 days, the process moves into the purchasing and delivery phase to get the books into the hands of our students.



Order Processing:

After approval, orders are submitted for purchasing and a formal purchase order (PO) is sent to vendors.

Delivery to Campus:

Vendors process the PO and ship the books to the campus library.

Parent Partnership

01 Checkout Notifications

Parents can opt in to receive an email each time their child checks out a book from the library.

02 Content Restriction

Parents have the right to restrict specific titles from being checked out by their child.

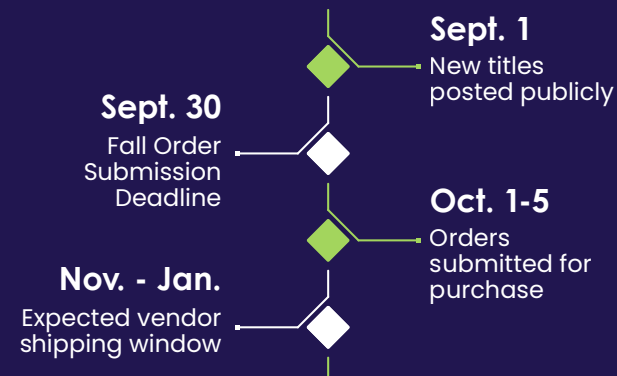
03 Guardian Engagement

A new feature, Guardian Engagement, is coming in September 2025. It will allow parents to view their child's library account online to see all checked-out titles, authors, and genres.



The Annual Timeline

Fall Timeline



Winter/Spring Timeline

