

INSTRUCTIONAL RESOURCES
LIBRARY MATERIALS

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Note: For information related to the selection of instructional materials, see EFA(LEGAL) and EFA(LOCAL).

The purpose of this policy is to outline the processes and standards by which a school library acquires, maintains, and withdraws library materials as defined by Education Code 33.020(3).

The oversight and ultimate responsibility for the review, inclusion, and final reconsideration of library materials is vested in the Board. The Superintendent shall ensure that library materials are selected in accordance with this policy established and approved by the Board as well as with the administrative regulations established by the Superintendent.

In this policy, "library materials" may include printed and electronic library acquisitions and other ancillary or supplementary materials in a school district's library catalog. The policy applies to all library materials available for use or display, including material contained in school libraries, classroom libraries, online catalogs, library mobile applications, and any other library catalog a student may access. While instructional materials and library materials are both considered instructional resources, they are not the same, and the term library materials should not be used interchangeably with instructional materials for the purpose of this policy.

"Parent" as used in this policy includes a parent or legal guardian standing in the parental relationship to a student.

Objectives

In accordance with state and local guidelines, the purpose of library collections is to

1. enrich and support the state and local curriculum, and
2. or self-selected reading and voluntary inquiry.

School libraries are essential interactive collaborative learning environments, ever evolving to provide equitable physical and virtual access to ideas, information and learning tools for the entire school community. School library collections may be used for formal or informal teaching and learning purposes, and should:

- Support student achievement,
- Present varying levels of difficulty,
- Demonstrate literary merit,
- Provide a wide range of background information that enables students to make intelligent decisions in their daily lives,

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- Represent diverse viewpoints and cultures appropriate to each campus to ensure their campus collections embody the unique backgrounds of the student population, and
- Include materials of high interest to encourage student reading and learning for pleasure.

Parental Involvement and Access

School libraries are essential and must be safe and inviting centers for teaching and learning that provide equitable access to emerging technologies and physical and virtual collections of high quality, reflecting input from key stakeholders, including parents and community members. Each campus shall communicate to parents how to access policies relating to school libraries and library materials; provide parents access to library materials and resources; and inform the school community of opportunities for students, parents, educators, and community members to provide feedback on library materials and services.

The District shall focus on maximizing transparency with parents and community members while meeting student needs and providing enrichment opportunities with library materials.

The District shall allow efficient parental access to the District libraries and online catalogs and post this policy and its implementing regulation along with a link to each campus and their library materials on the District's website. A parent who wishes to access their child's school library should submit a request to the principal. The principal or designated staff member shall work with the parent to determine a time to access the library that will not interfere with the delivery of instruction or disrupt student use of library services. Parents may view their own student's library material selection(s), including titles, authors, genres, and return dates, through the District's online library management system.

Parents may also elect to restrict their own student's ability to check out or access library materials in accordance with administrative regulation. The Superintendent shall develop procedures that permit a parent to submit the request to restrict in at least one of the methods permitted by law.

Protection from Inappropriate Material

School library materials, including materials available on display, in classroom libraries, online catalogs, and library mobile applications, and any other library catalog a student may access shall not include:

1. "Harmful material" as defined by Education Code 33.020 and Penal Code 43.24;

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2. "Indecent content" as defined by Education Code 33.020;
3. "Obscene" material as defined by Penal Code 43.21(a)(1);
4. "Sexually explicit material" as defined by Education Code 33.021(a);
5. "Profane content" as defined by Education Code 33.020;
6. "Pervasively vulgar" material as referenced by the U.S. Supreme Court in *Board of Education v. Pico* and determined by administrative regulation;
7. "Educationally unsuitable" material as referenced by the U.S. Supreme Court in *Board of Education v. Pico* and determined by administrative regulation;
8. Material that refers a person to a website, including by use of a link or QR code, containing content legally prohibited under law; or
9. Any material legally prohibited from inclusion in a public school library.

Obscene material is not protected by the First Amendment to the United States Constitution.

Library materials shall comply with the Children's Internet Protection Act (CIPA), including technology protection measures.
[See CQ]

Library materials determined by the Texas Education Agency (TEA) to contain sexually relevant material as defined by Education Code 35.001(3) require parent permission to reserve, check out, or otherwise use outside the school library.

Collection Development Standards

Library materials in the library collection shall be chosen in accordance with state law. This policy shall be reviewed at least once every three (3) years and updated as needed. The Texas State Library and Archives Commission standards for school library collection development shall serve as the primary basis for developing and implementing the District's library collection development standards. Library materials included in a campus collection should be categorized into one of the District's identified book collections prior to inclusion in the collection. For administrative efficiency, the District shall identify its collections using the publishing industry's standard collection titles of juvenile, young adult, and adult collections as defined in administrative regulation.

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In the selection and acquisition of library materials and services, the District-level library supervisor and individuals designated by that supervisor, such as State Board for Educator Certification (SBEC) certified campus librarians, shall ensure that the materials and services comply with the mandatory collection development standards adopted by the Texas State Library and Archives Commission and consider the voluntary standards for school library services adopted by the Texas State Library and Archives Commission. The selection and determination of library materials should:

1. Enrich and support the Texas Essential Knowledge and Skills (TEKS) and curriculum, taking into consideration students' varied interests, maturity levels, abilities, and learning styles.
2. Foster growth in factual knowledge, literary appreciation, aesthetic values, and societal standards.
3. Encourage the enjoyment of reading, foster high-level thinking skills, support personal learning, and encourage discussion based on rational analysis.
4. Represent the ethnic, religious, and cultural groups of the state and their contribution to Texas, the nation, and the world.

In addition, the evaluation and selection of collection material should consider at least two (2) of the following standards:

1. Consideration of recommendations from students, parents/guardians, and local community members;
2. Consultation with the school District's educators and library staff and/or consultation with library staff of similarly situated school districts and their collection and collection development policies;
3. An extensive review of the text of the item;
4. The context of a work, including consideration of the contextual characteristics, overall fit within the existing school library collection, and potential support of the school curriculum; or
5. Consideration of the authoritative reviews of the items from sources such as professional journals in library science, recognized professional education or content journals with book reviews, national and state award recognition lists for school-aged readers, library science field experts, and highly acclaimed author and literacy expert recommendations.

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Additional Standards for Fiction and Literary Non-Fiction

In addition to the collection standards stated above, prior to any fiction or literary non-fiction material being selected for inclusion in the Young Adult or Adult Collections, a library material shall have been read or reviewed and recommended for inclusion by the District-level library supervisor, a campus librarian, or individuals designated by the District-level library supervisor.

Acquisition and Procurement Procedures

Library materials that are newly acquired by donation or being considered for a new purchase by the District shall be posted on the District's website for at least thirty (30) days prior to the material being considered and approved by the Board for acquisition or purchase. Each Board member may propose changes to the proposed library materials before the Board takes action on the list. The Board shall either approve or reject the library materials that have been proposed for acquisition by donation or purchase at the first meeting on or after the expiration of the thirty (30) day posting of the library materials. This procedure does not apply to library materials currently in the District library catalog at the same level that are replacing lost or damaged materials or adding additional copies of a material. Approval of the Acquisition List encompasses all ISBN's associated with the listed materials.

Grade Span Access by Collection

The District shall ensure that the methods by which a student accesses library materials, including digital material, allows the student to only access grade-appropriate content and/or content authorized by parent permission.

The District-level library supervisor and individuals designated by that supervisor, such as SBEC certified campus librarians, shall apply access levels to library materials in the library collections by consulting professional reviews and/or recommendations from District librarians or individuals designated by the District-level library supervisor. Access levels shall be applied in accordance with administrative regulation and the following collection levels are available at campuses (content appropriate for the grade levels at that campus) as follows:

Grade Span	Content Access Level
Prekindergarten-grade 5	Juvenile, Young Adult*
Grade 6	Juvenile, Young Adult*, Adult*

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Grade Span	Content Access Level
Grades 7-8	Juvenile, Young Adult, Adult*
Grades 9-12	Juvenile, Young Adult, Adult*

*Parent permission is required

Parent Consideration

District staff may assist a student in selecting library material for choice reading; however, the ultimate determination of appropriateness and access to library materials for a student remains with that student's parent. Parents are encouraged to communicate with the campus librarian and their student's teacher about special considerations regarding library materials self-selected by their student. In accordance with state law and administrative regulations, parents may select alternative library materials for their student. [For information on parental rights regarding instructional materials and other instructional resources, see EFA(LEGAL).]

Challenged Resources

A parent of a District student, a District student who is 18 years of age or older, an individual employee in the District, or any District resident may challenge a library material maintained in the District's library collection on the basis that the library material fails to meet the standards set forth in this policy or the designated collection level for the library material is incorrect.

Guiding Principles

The following principles shall guide the Board, staff, and reconsideration committees in responding to challenges of library materials:

1. A complainant may raise an objection to a library material used in the District's library program, even though the professional staff and the Board followed the proper procedure and adhered to the objectives and criteria for library materials set out in this policy.
2. Access to a challenged material shall be restricted during the formal reconsideration process.
3. The major criterion for the final decision on challenged library materials is the appropriateness of the material for its intended use.

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4. 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. [EFB(LEGAL)]

Informal Reconsideration Required

Any objection or challenge to a library material must first be made through the informal reconsideration review process at the campus where the material is located. When a campus receives an objection or challenge to the appropriateness of a library material or its collection level, the campus librarian and a campus administrator shall try to resolve the matter informally. The librarian and administrator shall confer with the complainant regarding the specific concerns of the library material or assigned collection level.

If the complainant's concerns are not resolved through the informal process, the administrator shall refer the complainant to this policy and the required form to request a formal reconsideration of the library material on the District's website.

Formal Reconsideration

Reconsideration Committee

If the complainant is dissatisfied with the informal reconsideration review, the complainant may choose to request a formal reconsideration. A complainant must make any formal challenge to a library material on the TEA form posted on the District's website. A complainant shall submit the completed and signed form to the District-level library supervisor. Upon receipt of the form, the District-level library supervisor shall notify the campus principal and librarian at every campus where the library material is located of the challenge and shall provide a copy of the form to the Superintendent and the Board.

The District-level library supervisor shall appoint a reconsideration committee to hear the formal reconsideration request. The reconsideration committee should generally include a campus librarian, administrator, and parent from each campus or campus feeder pattern where the challenged material is located but may include fewer representatives if at multiple campuses and determined appropriate by the District-level library supervisor. The committee may also include other members such as District-level staff, secondary-level students, and any other appropriate individuals determined by the District-level library supervisor.

Any member of the reconsideration committee must comply with the meeting requirements under Education Code 33.025(g) and (h), including required notices, meeting minutes, audio or video

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recordings, and submission of minutes and audio or video recordings of the meeting to the District.

All members of the committee shall review the challenged library material in its entirety within forty-five (45) school days of formation of the reconsideration committee or as soon thereafter as reasonably possible given the length or complexity of the challenged resource or the number of pending reconsideration requests being considered. If the committee requires time beyond forty-five (45) school days because of the number of pending requests or the length or complexity of the challenged resources, the District-level library supervisor shall notify the complainant of the progress of the review and the estimated time period needed for the reconsideration committee to complete the review. However, notwithstanding the above, no review period shall take longer than ninety (90) calendar days after the date the request for reconsideration is received.

Once the review is completed, the committee shall meet and determine whether the challenged material conforms to the principles of selection set out in this policy and whether the challenged material will continue to be part of the library collection or assigned collection level. The committee shall prepare a written determination of its findings within ten (10) school days of the reconsideration committee meeting. The Board, the Superintendent, and the complainant shall receive copies of the determination.

Appeal

The decision of the reconsideration committee may be appealed to the Board by the individual who submitted the challenge. The individual must provide the notice of appeal in accordance with administrative regulation. The Board shall hear the appeal and render a decision in accordance with the timelines established in law. When considering an appeal, the Board shall consider the factors in Education Code 33.027(f) within the timelines established by law.

Frequency of Review

After a library material has been challenged and the Board determines not to remove the library material from a school library catalog, it may not be challenged again before the second anniversary of the Board's final decision not to remove the material.

If a challenge to a library material results in the removal of the library material from the school library catalog, each teacher

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assigned as a classroom teacher at the grade level for which the library material was removed shall be notified and instructed to remove any copy of the library material from the teacher's classroom library, if applicable.

Alternate Sources of Library Materials

The District shall accept gifts and donations to a campus library with the understanding that the library materials and monies to purchase library materials must be in accordance with District policy and the selection criteria noted above. [See CDC]
Classroom library materials created or maintained to enhance the instructional program or for voluntary inquiry or self-selected reading by students shall be done in accordance with the selection criteria noted above.

Deselection of Library Materials

Campus library collections shall be evaluated periodically to appraise the quality of library materials in the school library to ensure the library's goals, objectives, and information needs are serving its school community and should stipulate the means to weed or update the collection. The Superintendent shall ensure administrative procedures are established for regular maintenance of the campus library collection. Disposal of any District-owned library materials shall be in accordance with District policy and procedures. [See CI]