

Note to administrator: The Texas State Library and Archives Commission (TSLAC) also has a website regarding [School Library Programs: Standards and Guidelines for Texas](#).¹

The District considers the age groups, grade levels, and access to library material by all students on a campus. The District provides a wide range of library materials for students and faculty that support student achievement and present varying levels of difficulty, diverse appeal, and a variety of points of view.

The District complies with the law, adopted guidelines by the Texas State Library and Archives Commission, District policy, and administrative regulations regarding the selection and acquisition of library materials.

District Coordinator

The Superintendent has designated the Director of Library Media Services as the District library materials coordinator.

**Collection
Development**

Staff members are responsible for reading and understanding District expectations found in District policy and the administrative regulation regarding the District's library program.

In accordance with state law and rules, the District will ensure and document District staff are trained on the proper standards for collection development and the selection and evaluation of library materials. At any time, the trained employee(s) may request additional training regarding the collection development standards.

If a teacher wishes to develop a classroom library, the teacher must follow the District's library collection development policy and procedures. [See Classroom Libraries, below.]

If a library material is donated or purchased with personal funds, it must follow the District's collection development standards.

**Selection and
Evaluation of
Materials**

The District complies with the adopted guidelines by the Texas State Library and Archives Commission and District policy regarding the selection and acquisition of library materials.

When selecting, acquiring, and evaluating library materials, librarians and other professional staff shall ensure that the materials:

1. Enrich and support the TEKS and the state and local 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 ethnic, religious, and cultural groups of the state and their contributions to the state, the nation, and the world.

In addition, the District will consider at least two of the following factors for the selection of library materials:

1. Consideration of recommendations from students, parents or guardians, teachers, and District community members;
2. Consultation with the District's educators and library staff and/or consultation with library staff of similarly situated Districts and their collections and collection development policies;
3. An extensive review of the text of item;
4. The context of the library material, including consideration of the contextual characteristics, overall fit within existing school library collection, and potential support of the school curriculum;
5. Consideration of 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, library science field experts, and highly acclaimed author and literacy expert recommendations; or
6. Coverage of topics, authors, series, or genres that fill gaps in the school library collection.

Classroom Libraries

In accordance with law, the mandatory standards regarding a school library collection development for all library material available for use or display include classroom libraries.

If a classroom library material is donated or purchased with personal funds, it must comply with the District's collection development standards.

In selecting classroom library materials, teachers and other professional staff shall comply with the standards listed above. In addition, elementary classroom libraries shall not include materials about human sexuality. Materials about human sexuality may include materials that are about, pervasively focused on, or include significant themes or concepts about reproductive human development, anatomy and health, as well as information about contraception, childbirth and sexually transmitted infections. This also includes books about gender identity and sexual orientation.

**Reconsideration of
Library Materials**

Requests for reconsideration of library material may be made by any individual authorized to do so in local policy. The District will follow District policy regarding reconsideration. [See EFB(EXHIBIT A)]

After a request for reconsideration form is submitted, the form will be given to the Superintendent. The form will be provided to the school librarian, the campus principal, the Director of Library and Media Services, the Assistant Superintendent of Teaching and Learning, and the Board within five school days.

**Maintenance of
Library Materials**

Collections will be evaluated and updated regularly based on the collections' age, relevance, diverse appeal, and variety.

**Disposal of
Library
Resources**

In compliance with Texas State Library Association, library books and other resources and equipment will be systematically removed from the inventory of the library/media center.

Parent Involvement

Parents are the primary decision makers regarding their student's access to library material. The district encourages parental involvement in library acquisition, maintenance, and campus activities. Parents are encouraged to communicate with the campus librarian and their child's teacher about special considerations regarding library materials self-selected by their student.

To support each family, parents / guardians of students under the age of 18 may make choices for their child regarding print materials in CCISD school libraries. The CCISD parent partnership connection, available on the district website library department webpage, allows parents to deselect for their child any print material from their campus library. Parents can contact their campus librarian for additional information.

To view materials checked out by the student, parents can choose to utilize the parent partnership connection or utilize their student's SSO portal log in credentials to access the child's Destiny library account.

The district welcomes student and parent feedback on library materials and services. Parents may contact the campus librarian with questions or comments about their child's campus library. A district employee, parent, or person residing in the district may submit a written challenge to the inclusion of any library material in the catalog of the school library by submitting the form available on the district's website.

¹ School Library Programs: Standards and Guidelines for Texas:
<https://www.tsl.texas.gov/ldn/schoollibrarystandards>