KRUM INDEPENDENT SCHOOL DISTRICT COLLECTION DEVELOPMENT PROCEDURES

1. Purpose and Mission

The Krum ISD library program supports the district's mission to empower all students to become critical thinkers, effective communicators, and life-long learners. The district libraries provide access to a balanced, diverse, and developmentally appropriate collection of materials that:

- Support curriculum and instructional goals;
- Foster independent reading and inquiry;
- Reflect a diversity of cultures, experiences, and viewpoints;
- Accommodate a wide range of reading levels, interests, and learning styles.

This policy establishes consistent districtwide guidelines for selecting, managing, and maintaining library materials across all Krum ISD campuses.

2. Definitions

Library Materials include print books, e-books, audiobooks, periodicals, graphic novels, comics, manga, digital resources, and other media housed in district libraries or classroom libraries and made available to students.

The District Librarian is the certified school librarian employed by Krum ISD who has districtwide oversight of library collections.

Library Aides refer to campus-based paraprofessionals who support the operation of the elementary and middle school libraries.

3. Responsibility for Selection

1. **The District Librarian is responsible for the selection, acquisition, and maintenance of all library materials in Krum ISD.**
    - This applies to every campus collection: the high school, the middle school, and all three elementary schools.
    - The District Librarian ensures all selection decisions comply with this policy and with district, state, and federal requirements.
2. **Library Aides may recommend materials** based on student interest, circulation trends, and campus needs.

    - Recommendations are welcomed and encouraged, but final selection authority rests with the District Librarian.

3. Teachers who maintain classroom libraries must follow this policy when adding materials intended for student access.

4. The Superintendent or designee shall support implementation of the policy and ensure compliance across campuses.

4. Selection Criteria

Library materials shall be chosen to create a well-balanced collection. Materials may be selected if they meet one or more of the following criteria:

- Support the KISD curriculum, TEKS, or instructional objectives.
- Match a range of reading abilities, maturity levels, and learning preferences.
- Demonstrate literary quality, accuracy, and reliability.
- Represent diverse cultures, identities, and viewpoints.
- Exhibit high student appeal or respond to identified student interests.
- Promote inquiry, critical thinking, and personal growth.
- Offer age-appropriate content in theme, language, and presentation.
- Fill gaps in the existing collection or replace outdated, worn, or lost items.

Professional review sources are used when available; however, a lack of professional reviews does not automatically preclude selection.

5. Special Considerations for Comics, Graphic Novels, and Manga

Because comics, graphic novels, and manga often receive limited professional reviewing, Krum ISD applies additional evaluation steps:

1. **Hands-On Review:**
   The District Librarian will conduct a direct, hands-on review of every comic, graphic novel, and manga title before selection. This includes examining imagery, themes, dialogue, and contextual maturity.

2. **Age and Content Assessment:**
   Selection will consider:

    - Publisher ratings (e.g., All Ages, Teen, Mature),
    - The intended audience and grade-level suitability within KISD,
    - Presence of mature themes, violence, sexual content, or explicit imagery.

3. **Campus Needs and Interests:**
   Library Aides may recommend titles based on student requests or age-group relevance. The District Librarian will review such recommendations before inclusion.

4. **Content Restrictions:**

    - Titles labeled “Mature,” “18+,” or “Explicit Content” will **not** be selected for Krum ISD student access.
    - When appropriate, titles with older-teen themes may be limited to secondary campuses.
    - Because comics, graphic novels, and manga vary widely in content and are often labeled with publisher-specific ratings, the district provides parents/guardians the option to restrict their child’s access to materials they deem unsuitable. Parents/guardians may use the district's district-approved library access platform to select specific limitations for their child. Selections made in the parent access program are automatically applied to the student’s library account, and library staff will ensure that these restrictions are followed. These individualized restrictions apply only to the student whose account is updated and do not affect access for other students.

5. **Evaluation Standards:**
   Comics, graphic novels, and manga are valued literary and artistic formats. They are evaluated according to the same intellectual, educational, and literary principles as all other materials, with particular attention to visual content.

6. Access and Transparency

- Each campus shall provide public access to its library catalog.
- Parents/guardians may review library materials using Krum ISD’s district-approved library access platform.
- Parents/guardians may use the library access platform to select specific limitations for their child. Selections made in the parent access program are automatically applied to the student’s library account, and library staff will ensure that these restrictions are followed. These individualized restrictions apply only to the student whose account is updated and do not affect access for other students.

7. Reconsideration of Materials

Krum ISD supports individuals' right to question library materials. However, materials shall **not** be removed or restricted until the district’s formal reconsideration process is completed.

The district shall maintain:

1. An informal inquiry process (initial conversation with the District Librarian); and

2. A formal reconsideration process involving a review committee if a formal challenge is submitted.

Committee membership will include:

- The District Librarian (chair),
- Campus administrator(s),
- Classroom teacher(s),
- Library Aide from the relevant campus,
- Parent/guardian or community member as appropriate.

The committee shall read/review the material in full and issue a written recommendation.

8. Deselection (Weeding)

To maintain a relevant and high-quality collection, the District Librarian will conduct ongoing weeding based on:

- Physical condition (damaged, worn, beyond repair),
- Accuracy and currency of information,
- Circulation history and usage data,
- Relevance to curriculum or current student needs.

Deselected items will be disposed of in accordance with district property procedures.

9. Gifts and Donations

Donated materials must meet all the criteria of this policy before they may be added to the collection.
The District Librarian retains complete discretion to accept or decline donated items.

10. Policy Review

This policy shall be reviewed every three years, or sooner if needed to reflect changes in curriculum, student needs, state guidance, or district staffing.

11. Staff Roles Summary (for Internal Clarity)

- **District Librarian:**
    - Selector and curator of all district library materials.
    - Conducts hands-on review of comics/graphic novels/manga.
    - Implements routine wellness checks of all campus library collections, reviewing materials for suitability, relevance, and compliance with district selection criteria.

    - Oversees cataloging, inventory, weeding, acquisitions, and reconsideration processes.
    - Provides guidance and training for Library Aides.
- **Library Aides (Elementary and Middle School):**
    - Provide daily library operations support.
    - Identify student interests and recommend materials to the District Librarian.
    - Assist with circulation, shelving, displays, and campus-level communication.

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1. Library Materials Selection Procedures

1.1 Responsibilities

- The **District Librarian** shall:
    - Review all proposed materials.
    - Make all final purchasing decisions.
    - Maintain districtwide consistency in selection.
    - Implement routine wellness checks of all campus library collections.
    - Document selection decisions when necessary (e.g., challenged titles).

- **Library Aides** may:
    - Submit recommendations based on student interest.
    - Report gaps in the collection.
    - Share circulation patterns and frequently requested titles.

The District Librarian must approve all formal selections.

1.2 Approved Review Sources

The District Librarian may use (as available):

- School Library Journal
- Booklist
- Kirkus Reviews
- Horn Book
- Library-focused publisher catalogs
- Reputable award lists (e.g., Lone Star, Bluebonnet, Printz)
- Professional library journals
- Pre-pub reviews
- Vendor-provided professional reviews (e.g., Mackin, Follett)

Lack of reviews does **not** exclude a title from consideration.

1.3 Selection Workflow

1. **Recommendation/Input Phase**
    - Sources: aides, teachers, students, parents, circulation data, and curriculum needs.
    - Aides record recommendations using a shared district spreadsheet or form.
2. **Preliminary Screening**
    - The District Librarian checks for:
        - Alignment with curriculum,
        - Age/grade suitability,
        - Relevance to student needs,
        - Format quality,
        - Known content flags,
        - Challenges and bans.
3. **Review of Professional Sources**
    - Professional reviews consulted as available.
    - For unreviewed formats (e.g., manga), proceed to Section 2.
4. **Final Review and Decision**
    - District Librarian approves or declines acquisition.
    - The school board reviews the list and approves or declines acquisitions.
    - Aides are notified if a recommended title is purchased or declined.
5. **Acquisition and Cataloging**
    - District Librarian orders, catalogs, and assigns materials to appropriate campuses.

2. Procedures for Selecting Comics, Graphic Novels, and Manga

2.1 Required Hands-On Review

For every comic, graphic novel, or manga title:

- The District Librarian must physically or digitally review:
    - Visual imagery,
    - Themes and tone,
    - Dialogue,
    - Depiction of violence, sexuality, or sensitive content,
    - Publisher rating (if applicable),
    - Context of potentially mature scenes.

2.2 Publisher/Industry Ratings

Common rating labels used for guidance:

- **All Ages / E / Youth**
- **Teen / T (13+)**
- **Older Teen / T+ (16+)**
- **Mature / 18+ / Explicit Content**

Prohibited for KISD:

- Titles labeled *Mature*, *18+*, *Explicit*, or marketed for adult-only audiences.

2.3 Grade-Level Placement

- **Elementary:** All Ages / Youth only.
- **Middle School:** All Ages, Youth, Teen.
- **High School:** All Ages, Youth, Teen, and select Older Teen titles with District Librarian approval.
- *No Mature titles may be purchased or circulated at any campus.*

2.4 Documentation (Optional but Recommended)

For a title with potentially sensitive content, the District Librarian will document:

- Why was it selected?
- Age-level justification,
- Curriculum or recreational relevance,
- Review sources consulted,
- Notes from hands-on inspection.

This provides transparency if later questioned.

3. Classroom Library Materials Procedures

Teachers adding materials to their classroom libraries must:

1. Submit newly added titles for basic compliance review.
2. Ensure materials are age-appropriate for students who access them.
3. Follow all reconsideration and parental-request procedures described in the policy.

Classroom libraries fall under the exact expectations for selection and transparency as campus libraries.

4. Public Access and Parental Requests

4.1 Public Catalog Access

- Each campus catalog shall be accessible online.
- The District Librarian maintains system configuration and ensures accuracy.

4.2 Parental Request to Review Materials

Parents may:

- Request to see specific titles.
- Restrict access to particular titles for their own child.
    - Restrictions are documented and implemented through the district library access program.
    - Restrictions do not affect other students.

5. Reconsideration (Challenge) Procedures

5.1 Informal Inquiry

1. The parent/guardian meets with the campus administrator or the District Librarian.

2. The District Librarian shares:
    - The selection rationale,
    - Review sources,
    - Hands-on review notes (if applicable),
    - Placement decisions.

5.2 Formal Challenge Process

The parent may submit a **Request for Reconsideration of Library Material** form.

Steps:

1. **Form Received**
    - The Request for Reconsideration of Library Material has been logged, and the Superintendent, District Librarian, and Campus Administrator have been notified.
2. **Material Stays in Circulation**
    - The item remains available to students unless the parent requests restriction for their own child only.
3. **Committee Formation**
   Members include:
    - District Librarian (chair),
    - Campus administrator,
    - Classroom teacher(s),
    - Library Aide from the relevant campus,
    - Parent/community member.
4. **Committee Review**
    - All members read/view the complete work.
    - Members evaluate using district selection criteria.
    - A recommendation is reached by majority vote.
5. **Final Decision**
    - Superintendent or designee issues and communicates the decision.
    - The decision is applied consistently districtwide.
6. **Record Keeping**
    - District Librarian maintains a file of:
        - The challenge form,
        - Committee notes,
        - Final decision letter.

6. Deselection (Weeding) Procedures

6.1 Weeding Schedule

- The District Librarian conducts a complete inventory and weeding cycle at least once every three years per campus.
- Ongoing weeding occurs monthly or as needed.

6.2 Criteria for Removal

Materials may be removed if they are:

- Worn beyond repair,
- Outdated or factually inaccurate,
- Superseded by newer editions,
- Low-circulating and not of lasting value,
- Irrelevant to curriculum or student interests,
- Duplicate copies are no longer needed.

6.3 Disposal

- The District Librarian oversees the disposal in accordance with district property procedures.
- Items may be:
    - Repaired,
    - Replaced,
    - Donated if permitted, or
    - Recycled/discarded.

7. Gifts and Donations Procedures

- The District Librarian reviews potential donations.
- Items may be added only if they:
    - Meet selection criteria,
    - Are in acceptable physical condition,
    - Fit current campus needs.
- Donors may not place conditions on donated materials.

8. Recordkeeping & Reporting

The District Librarian shall maintain:

- Annual acquisition reports,
- Weeding logs,
- Challenge files,
- Campus collection statistics,
- Aides' recommendation records,
- Documentation for manga/comic hands-on reviews as applicable.

Reports may be shared with administrators or the Board upon request.

9. Staff Training

The District Librarian shall provide annual training for Library Aides covering:

- Selection recommendations & submission process,
- Age appropriateness guidelines,
- Shelving and signage for graphic novels and manga,
- Handling parent inquiries,
- Circulation system procedures,
- Confidentiality and student privacy.

Title Selection Rationale Form – Krum ISD Libraries

Sensitive Content Review Documentation

Field	Details
Title	Author
Publisher	Publication Date
ISBN	Format ☐ Book ☐ Graphic Novel ☐ Manga ☐ eBook ☐ Other: _____
1. Reason for Selection Explain why this title was considered: student interest, collection gaps, diversity needs, genre balance, popularity, etc.	Rationale
2. Age/Grade Level Justification Explain developmental appropriateness, literacy level, and typical grade interests.	Justification
3. Curriculum or Recreational Relevance Note TEKS connections, curricular support, or high-interest appeal.	Relevance

4. Professional Review Sources Consulted List journals, databases, awards lists, publisher info, or trusted review platforms.	Sources & Notes • Source 1: • Source 2: • Source 3: • Additional notes:
5. Hands-On Content Inspection Notes Document insights from reviewing the book: handling of themes, sensitive content context, and quality of writing/art.	Inspection Notes
6. Sensitive Content Identified (if applicable) Note sensitive elements—violence, language, sexual content, stereotypes, substance use—and how they appear in context.	Content Notes
7. Alignment with Krum ISD Collection Development Policy Summarize alignment with district selection criteria.	Alignment Summary
8. Recommendation	☐ Add to collection ☐ Add with notes/considerations ☐ Do not add

District Librarian Signature _____ Date _____

Krum ISD Reconsideration Committee Form

Title: _____ Author: _____

Has every member of the committee read the material entirely? If not, why?

_____

_____

Resources consulted: (include policies, articles, reviews, etc.)

_____

_____

_____

Reconsideration committee recommends:

_____

_____

Justification and comments: (include majority and minority positions)

_____

_____

_____

_____

Signatures of Reconsideration Committee Members:

_____

_____

_____

Date:

_____