

#6144 Regulation

Library Collection Development and Maintenance, Library Displays and Programs, and Library Material review and Reconsideration

A. LIBRARY REVIEW PROCEDURE

The Library Review Procedure is conducted regularly as the certified Library Media staff audit their collections. This process is designed to weed out outdated materials and maintain a current collection. When collections are moved or condensed across the district, these procedures may involve outside library companies that serve as additional experts in collection updating and procurement.

The following methods and resources are used to develop and maintain the library collections:

- Analyze the collection using collection analysis tools from the library management system.
Running reports that:
 - Assess current publications and specific areas of dated materials
 - Assess the diversity of subjects and genres.
- Review grade-level curriculum to update resources that support curricular needs
- Analyze circulation statistics
- Determine the current demand for the material
- Gather information about student interests and reading trends
- Review professional publications that provide information on library resources, such as: *School Library Journal*, *Booklist*, *Kirkus*
- Utilize book vendor collection analysis development tools
- Identify gaps in the collection that limit response to student queries
- Review publication dates and determine the availability of more recent material
- Examine the physical condition of the material in the collection

B. REQUEST FOR RECONSIDERATION OF LIBRARY MATERIAL

This form may be used by an individual with a vested interest to challenge any library or other educational material, display, or student program in accordance with the Board's Library Collection Development and Maintenance, Library Displays and Programs, and Library Material Review and Reconsideration policy. The form should be completed in its entirety and submitted to the principal of the school in which the library and other educational material is being challenged to initiate a review of such material.

Full Legal Name of Person Submitting Request:

Please note that the process for challenging any library and other educational material, display, or student program is available only to the following "individuals with a vested interest" as defined in the Board's Library Collection Development and Maintenance, Library Displays and Programs, and Library Material Review and Reconsideration policy:

- ***any school staff member employed by the Board ("Staff Member")***,
- ***the parent or guardian of a student currently enrolled in a school operated by the Board at the time a request for reconsideration is filed ("Parent/Guardian")***, and
- ***any student currently enrolled in a school operated by the Board at the time a request for reconsideration is filed ("Student")***.

Referring to the definitions immediately above, please indicate your role by checking any or all of the following that apply. I am a:

_____ Staff Member _____ Parent/Guardian _____ Student

Address:

Telephone Number:

Email Address:

I have read the Board's Library Collection Development and Maintenance, Library Displays and Programs, and Library Material Review and Reconsideration Policy: (check one)

_____ Yes
_____ No

I am requesting that the following library material(s), display(s), and/or student program(s) be reviewed:

I am requesting that this material be reviewed because I object to: (check one)

☐ The entire material

☐ A specific portion or portions of the material (identify portion(s) below)

I provide the following explanation of the reasons for my objection(s) stated above:

Signature: _____

Date: _____

Received by:

Name: _____

School: _____

Date: _____