

Section I: Instructional Goals and Objectives	Knox County Board of Education Policy		
	School Libraries	Descriptor Term:	Descriptor Code:
			I-241
			7/95
		Reviewed:	Revised:
		7/26	8/26

SCHOOL LIBRARY SERVICES

School library services shall be provided for all Knox County Schools in order to support the overall educational program, as described in Board Policy I-100 “Instructional Goals and Objectives.”

Each school shall have a library which meets requirements from the State of Tennessee and the guidance of the American Association of School Librarians.¹

Individual schools or classrooms may choose to provide classroom libraries in addition to their school library. Classroom libraries are subject to the same legal and policy requirements as school libraries.

DEFINITIONS

- “Library collection” means the materials made available to students by a school operated by a Local Education Agency (LEA) or by a public charter school but does not include materials made available to students as part of a course curriculum.
- “Materials” means books, periodicals, newspapers, manuscripts, films, prints, documents, microfilm, discs, cassettes, videotapes, videogames, applications, and subscription content in any form.

SCHOOL LIBRARY COLLECTION

School libraries are the responsibility of the school library media specialist, and classroom library collections are the responsibility of the teacher. Both school library and classroom library collections are maintained in cooperation with teachers, students, parents, and administrators.

Materials in the collection are selected in accordance with Board Policy I-211 “Selection of Instructional Materials Other than Textbooks,” in compliance with the Age-Appropriate Materials Act. A collection maintenance cycle is to be carried out each school year. Collection maintenance is further detailed in Administrative Procedure AP-I-241-1 “School Library Collection and Development,” and should include the following processes: Needs Assessment, Selection and Acquisition, Access, and Evaluation. In addition to the materials collected and maintained for each school site, some materials and products will be provided at the district level for stakeholders to share.

Administrative Procedure AP-I-241-2 “School Library Councils,” outlines the process for engaging administrators, educators, and parent/legal guardians in the periodical review of library collections at each school.

Knox County Schools also maintains current lists of the materials in all school and classroom library collections. Each school’s lists must be posted on the school’s website.²

Any concern regarding the appropriateness or content of material in a school or classroom library should be reviewed in accordance with KCBOE Policy I-212 "Reconsideration of Textbooks, Instructional Materials, and Library Materials."³

GIFTS

Any acceptance of gifts to the library should be in compliance with Board Policy D-130 "Donations, Gifts, and Bequests" and is contingent upon the same selection standards used for library purchases, as out in Administrative Procedure AP-I-241-1.

STUDENT FINES

Students who destroy or damage any item in the library collection must be responsible for the actual cost of replacing or repairing such materials or equipment⁴, in accordance with Board Policy J-270 "Care of School Property." All fines for repair or replacement should be in compliance with Board Policy J-560 "Student Fees and Fines." Fines must not be assessed in a way that creates a barrier to students' access to the materials and services necessary for learning.

Legal References:

1. TRR/MS 0520-01-02-07.
2. T.C.A. § 49-6-3803 et seq.
3. T.C.A. § 39-17-901.
4. T.C.A. § 37-10-101, T.C.A. § 37-10-102.