Sec. 1. DEFINITIONS

While "instructional materials" and "library materials" are both considered instructional resources, they are not the same, and the terms shall not be used interchangeably

b) Instructional materials

Instructional materials are defined as content in the school's core educational program that conveys the essential knowledge and skills of a subject in the public-school curriculum through a medium or a combination of media for conveying information to students, and as further defined by Texas Education Code § 31.002(1-a). *Tex. Educ. Code § 31.002(1-a).*

b) Library materials

Library materials are defined as any book, record, file, or other instrument or document in a school's library catalog. Library materials include materials in stand-alone libraries and also material in classroom libraries and online catalogs. The term does not include instructional material, as defined above, or materials procured for the TexShare consortium under Subchapter M, Chapter 441, Texas Government Code. *Tex. Educ. Code § 33.020(3).*

Sec. 2. OBJECTIVES

This policy provides criteria for the selection, removal, and replacement of library materials, focused on maximizing transparency with parents and community members while meeting student needs to provide supplemental enrichment in their learning with appropriate materials. Through the provision of these library materials, Academy of Accelerated Learning, Inc. (AAL) shall recognize that parents hold an essential role in the education of their children and have the right to guide what their children read.

AAL shall apply the standards, dimensions, and expectations as defined by rule 13 Texas Administrative Code § 4.1, and any related guidance including the Texas State Library and Archives Commission's Guidance for School Libraries on Collection Development, as well as the School Library Programs: Standards and Guidelines for Texas to evaluate and set goals for the school library collection in alignment with board-approved policies and procedures.

AAL's library materials collection development policies shall be reviewed at least every three years and revised as necessary.

Sec. 3. AVOIDING INAPPROPRIATE MATERIAL

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In addition to the above criteria for selection, all material should be appropriate for students. Texas Penal Code § 43.24(a)(2) describes harmful material as material whose dominant theme taken as a whole: (1) appeals to the prurient interest of a minor, in sex, nudity, or excretion; (2) is patently offensive to prevailing standards in the adult community as a whole with respect to what is suitable for minors; and (3) is utterly without redeeming social value for minors. It is an offense in Texas to distribute this material in violation of Texas Penal Code §43.24(b).

Library materials shall not include, and AAL libraries are prohibited from possessing, acquiring, and/or purchasing: (1) "harmful material" as defined by Texas Penal Code § 43.24; (2) any material rated sexually explicit by the publisher or selling library material vendor under Texas Education Code § 35.002, as applicable; "obscene" material as defined by Texas Penal Code § 43.21(a)(1); any library material that is pervasively vulgar or educationally unsuitable as referenced in *Board of Education v. Pico*, *457 U.S. 859 (1982);* any library material that refers a person to an internet website containing content prohibited under this policy, including the use of any link or QR code, as defined by Section 443.001(10), Texas Health and Safety Code § 443.001(10); or any other material legally prohibited from inclusion in a public school library. Obscene content is not protected by the First Amendment to the United States Constitution.

AAL is committed to compliance with the Children's Internet Protection Act (CIPA) as specified in 47 U.S.C. § 254(h)(5), through the implementation of its library collection development policies. Library materials shall comply with CIPA, including technology protection measures.

Sec. 4. RESPONSIBILITY FOR SELECTION

While the legal responsibility for the purchase of all instructional materials is vested in the AAL School Board, the responsibility for the selection of library materials is discharged to the AAL <<INSERT TITLE, i.e., media specialist>>. The Board will provide final approval for all new materials added to the library.

Sec. 5. CRITERIA FOR SELECTION

All selected library material shall be appropriate for students as described under Section 3, above.

The AAL library supervisor or designated administrator shall work cooperatively with library staff, faculty, and the administration to apply this policy in making selections for school library collections. To ensure parental engagement, AAL shall make the selection process of library materials readily available for parental review, with a list of all library materials posted on-line on the school's website, and the content of all materials available for direct review during reasonable hours specified for such review.

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Each item selected shall:

1. Support and enrich the curriculum and/or students' personal interests and learning;
2. Meet high standards in literary, artistic, and aesthetic quality; technical aspects; and physical format;
3. Be appropriate for the subject area and for the age, intellectual development, and ability level of the students for whom the materials are selected;
4. For non-fiction resources, incorporate accurate and authentic factual content from authoritative sources;
5. Earn favorable reviews in standard reviewing sources and/or favorable recommendations based on preview and examination of materials by professional personnel;
6. Balance cost with need.
7. Avoid inappropriate material as defined above.

In addition to the above criteria, fiction, narrative nonfiction (memoirs and biographies), and graphic novels must each meet the following selection criteria, with <<School Name>> determining that such materials:

1. Are integral to the instructional program.
2. Reflect the interests and needs of the students and faculty.
3. Are appropriate for the reading levels and understanding of students.
4. Are included because of their literary or artistic value and merit.
5. If narrative nonfiction, present information with the greatest degree of accuracy and clarity.

The following selection objectives are adopted to ensure the selected material is aligned with AAL educational program and curriculum

- To provide materials that enrich and support the curriculum and personal needs of the users, considering their varied interests, abilities and learning styles
- To provide materials that stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards in the pluralistic society
- To provide a background of information which enables students to make intelligent judgments in their daily lives

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- To provide materials on opposing sides of controversial issues that users may develop the practice of critical analysis
- To provide materials which realistically represent our pluralistic society and reflect the contributions made by all groups and individuals to our American heritage
- To principle above personal opinion and reason above prejudice in selection of materials of the highest quality to assure a comprehensive library media collection for all users.

The following criteria for selection addresses the educational goals of AAL

- Relevance to today's world, reflecting problems, aspirations, attitudes and ideals of society
- Educational significance
- Need of, and value to the collection
- Contributions of the subject matter to the curriculum and tot eh interests of students
- Overall quality as based on preview and examination of materials by professional personnel
- Reputation and significance of the author, producer and publisher
- Validity, currency, and appropriateness of material
- Contribution the material makes to breadth of representative viewpoints on controversial issues
- Appeal of the material to the library's users
- Artistic quality and/or literary style
- Quality and variety of format
- Value commensurate with cost and/or need
- Timeliness or permanence
- Integrity
- Not inappropriate, as defined above.

Prior to any material being selected for inclusion, all library material shall have been read, reviewed, and recommended for inclusion by the district-level library supervisor or individual(s) designated by that supervisor/media specialist. If more support and/or resources are needed for this review, the Board may approve the engagement of a cooperative of other Texas public schools and rely upon the recommendation of that cooperative.

Sec. 6. ACQUISITION PROCEDURES

The AAL library supervisor or designated administrator/media specialist shall select material based on their own expertise and solicit recommendations from others. Recommendations for

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library acquisitions shall involve administrators, teachers, other AAL personnel, parents, and community representatives, as appropriate.

Selection of materials is an ongoing process that includes the removal of collections deemed by the Board or the AAL library supervisor or designated administrator/media specialist to be no longer appropriate and the periodic replacement or repair of materials still of educational value.

School library materials orders shall be approved by the AAL library supervisor or designated administrator/media specialist for both orders at the district and campus level.

When acquiring new library material content not previously acquired, the AAL librarian or designee shall submit a list to the Superintendent for inclusion in a board agenda. The Board shall be provided the list at least thirty days prior to action.

AAL may not purchase library material from a library material vendor who is listed on the Texas Education Agency's list of library material vendors who fail to comply with Texas Education Code § 35.003(b). *Tex. Educ. Code § 35.003(d)*.

c) Individual board member review

If any Board member questions or desires further information on any title or author, he/she shall contact the Superintendent at least thirty (30) days before board action. The Superintendent or designee shall then contact the AAL library supervisor to obtain copies of professional reviews of any library material in question. If so desired, the board member can obtain a copy of the library material from another source.

c) Board action

The order of purchase for library materials in its entirety, including any materials in question by individual board members, shall be presented to the Board following the 30-day review period.

Prior to voting, individual Board members shall have an opportunity to present their rationale for desiring to exclude certain books from the order, with amendments to the proposed list considered either as a group or individually, depending on board action. After Board approval, the final list shall be processed for order. As the new materials are received, they shall be checked against a master list of materials ordered.

The selection and acquisition of the digital library collection will follow the same policies and procedures as the physical library collection. AAL shall ensure that the method by which students access the digital library will allow students only to access age/grade-appropriate content. The curator will apply access levels by consulting the peer-reviewed recommended age group, school librarians, and educators. Access levels shall be applied as:

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Recommended Ages	Grade Span	Content Access Level
4-10	PK-5	Juvenile
11-13	6-8	Middle School
14+	9-12	High School
Adult	9-12	High School

c) TexQuest digital resources

TexQuest is the Texas State Library and Archives Commission's (TSLAC's) electronic instructional resources program for public schools. Participation in TexQuest is voluntary. TexQuest is supported by the Texas Legislature and by participation fees paid by school districts and open-enrollment charter schools. TSLAC administers all aspects of the TexQuest program and coordinates with districts on the implementation and management of any TexQuest resources the district or school system selects to make available for its students.

TSLAC licenses resources for the TexQuest program following state procurement practices and with opportunities for community input. Professional librarians evaluate resources for inclusion in the program based on the TexQuest Collection Development Policy and actively manage the resulting contracts. Use of any or all TexQuest digital resources and e-books remains a Board decision.

Sec. 7. CHALLENGE PROCEDURES

A parent of a AAL student or any AAL resident may formally challenge library material used in the AAL's educational program on the basis of appropriateness. The school receiving a complaint about the appropriateness of a library material shall try to resolve the matter informally through a telephone/video conference or meeting between the complainant and the school librarian, designated campus administrator, or AAL library supervisor.

The conference may also include other necessary staff members as deemed appropriate by district-level library personnel.

If the complainant wishes to file a formal request for reconsideration, a copy of the "Request for Reconsideration of Library Materials" form shall be provided to the complainant by district-level Library supervisor or designated administrator/media specialist. The following shall apply:

[CHOOSE FROM ONE OF TWO OPTIONS]
[OPTION 1: USED THE NORMAL SCHOL GRIEVANCE PROCESS]

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The Board's grievance policies and process for parents (or employees if applicable) under Board Policy [INSERT CITE/POLICY NO] shall apply to any formal grievance.

[OPTION 2: STAND ALONE PROCESS FOR THIS SPECIFIC ISSUE]

1. All formal concerns regarding library materials shall be submitted on the form provided by AAL and shall submit the completed and signed form to district-level library supervisor or designated administrator/media specialist.

2. The district-level library supervisor/media specialist shall appoint a reconsideration committee within ten business days that shall review the challenged material and determine whether it conforms to the principles of selection set out in this policy.

3. The reconsideration committee shall include both district and campus-level professional staff, including at least one member who has experience using the challenged resource with students or is familiar with the content of the challenged material, and two parents of students. The Superintendent or designee shall chair the committee.

4. The total voting committee membership shall be an uneven number. The complainant will not be a member of the committee, but the complainant's written submission will be thoughtfully considered by the committee.

5. Prior to the committee meeting, each committee member will read a copy of the library material in question.

6. All committee members shall review the submitted written concern.

7. The committee will review all items on the Checklist for Reconsideration of Library Materials.

8. After working through the checklist for reconsideration of library materials and any deliberations the committee feels necessary, committee members will vote on the disposition of the library material being considered.

The major criterion for the final decision on challenged library material is the appropriateness of the resource for its intended educational use. The plurality opinion in *Bd. of Educ. v. Pico*, 457 U.S. 853 (1982) uses the standard that no challenged instructional resource shall be removed solely because of the ideas expressed therein. The opinion allows the removal of materials because they are pervasively vulgar or based upon the lack of educational suitability of the library material.

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Further, making a determination of appropriateness will include a review of and compliance with 47 U.S.C. §254(h)(5), Texas Penal Code § 43.24(a)(2), and Texas Penal Code § 43.24(b).

When the committee has reached a decision, the appropriate district-level administrator/media specialist shall notify the complainant. The decision shall be in written form, dated, and provided to the complainant within ten (10) school business days of the committee's meeting. All other appropriate staff members will be informed of the reconsideration and the outcome.
As noted above, TSLAC administers all aspects of the TexQuest program and has adopted policies for the selection and management of TexQuest resources. Challenges to material provided through the program would follow the TSLAC TexQuest Content review process.

Appeal of Reconsideration Committee. The complainant may appeal the decision of the reconsideration committee by filing the appropriate school grievance form.

[END OPTION 2]

Student access to a challenged material shall be restricted during the reconsideration process.

A specific library material that completes the formal challenge process and remains in the library will not be reconsidered within two calendar years of final determination. AAL shall verify previous decisions prior to initiating the process for a formal request for reconsideration.

The decision of the Board, if appealed to the Board, is final and non-appealable.

Sec. 8. OPPORTUNITY FOR PARENT REVIEW

In recognizing that parents hold an essential role in the education of their children and have the right to guide what their children read, each library shall maintain a printed list of materials onsite and on the school library website that shows what has been selected as well as what is slated for acquisition. The Superintendent, or designated district-level administrator/media specialist, will offer a "Parent Preview" at least ten days before books are to be placed on the shelves, once in the fall and once in the spring. Audio-visual materials are to be made available to parents for in-person review, upon request, on the same basis as printed materials are made available.

For additional parent rights, see Sections 13 and 14 of this policy.

Sec. 9. OTHER PARENTAL CONSIDERATIONS

In school libraries, students are afforded the opportunity to self-select texts as part of literacy development. While librarians are trained in selecting materials in accordance with Board policy

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and the outlined selection criteria and may provide guidance to students in selecting texts, the ultimate determination of appropriateness lies with the student and parent.

School librarians, or designated campus administrators, are to encourage parents to share any considerations regarding their students' book selections. Parents may contact the campus librarian directly and/or complete an online form for library book opt-out decisions. School librarians will accommodate individual requests by parents, within reason, which may include restricting specific titles or books.

AAL may not allow an enrolled student to reserve, check out, or otherwise use outside the school library any library materials rated as sexually relevant material unless the school first obtains written consent from the student's parent or person standing in parental relation. *Tex. Educ. Code § 35.005*.

Sec. 10. CRITERIA FOR GIFTS AND DONATIONS

Gifts and donations to the school library or classroom libraries are accepted with the understanding that the decision for use and disposition of the materials and/or funds will be determined using the same selection criteria as purchased materials. All materials should support the curriculum and needs of library users. Gifts and donations, like purchased resources, will be removed from the collection at the end of their useful life. Gifts and donations will be subject to the acquisition policy and process for approval before including in the school library collection or in a classroom library.

Sec. 11. ROUTINE REVIEW AND REMOVAL OF MATERIALS

[OPTION 1: 2022 TEA Model]
Bi-annually [or Annually], the district-level library supervisor/media specialist shall collaborate with campus library personnel and administration to conduct an inventory of the school library collection and equipment. The inventory can be used to determine losses and remove damaged or worn materials which can then be considered for replacement. The inventory can also be used to deselect and remove materials that are no longer relevant to the curriculum or of interest to students. Additionally, the district-level library supervisor/media specialist should develop a collection maintenance plan that includes systematic inspection of materials that would result in removing outdated, damaged, or irrelevant materials from the collection. All materials removed from the collection shall be disposed of in accordance with AAL's property disposal procedures. Incorporated into this routine review and removal of existing inventory, AAL shall create an ongoing cycle to review content existing in circulation.
[OPTION 2: 2025 TEA Model]
The district-level library supervisor shall develop a collection maintenance plan that includes at least annual systematic inspection of school library materials to evaluate removal or replacement needs for outdated, damaged, or irrelevant materials in the collection. This maintenance plan shall include an annual inventory of all school library collections and equipment, during which the

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district-level library supervisor shall collaborate with campus library personnel and campus administrators.

Following the annual inventory, the AAL library supervisor may submit a recommendation to the Board to deselect and remove materials from the library catalog that are no longer relevant to the curriculum, of interest to students, or meet the standards set forth in this policy. AAL shall publish in a prominent place on the school's website a list of all library material removal requests. The list must be publicly available at least 30 calendar days prior to Board action, during which time individual Board members may request, and if requested the Superintendent shall provide, access to the proposed library material for review. Additionally, AAL make the requested library materials reasonably available for parent review, upon request, during reasonable hours specified for such review.

The Board must approve the removal of materials from the collection. Once approved by the Board, all materials removed from the collection shall be disposed of in accordance with AAL's property disposal procedures.

AAL shall not remove material based solely on the ideas contained in the material or the personal background of the author of the material or characters in the material.

Sec. 12. REVIEW AND REPORTING OF CERTAIN LIBRARY MATERIALS

Not later than January 1 of every odd-numbered year, AAL shall:

1. Review the content of each library material in the catalog of a school library that is rated as sexually relevant material under Texas Education Code § 35.002(a) by the library material vendor;
2. Determine in accordance with the school's policies regarding the approval, review, and reconsideration of school library materials whether to retain each library material reviewed in the school library catalog; and
3. Either (i) post in a conspicuous place on the Internet website maintained by the school a report; or (ii) provide physical copies of the report at the AAL central administrative office.

The report must include:

1. The title of each library material reviewed;
2. AAL's decision regarding whether to retain the library material ; and
3. The school or campus where the library material is currently located.

Tex. Educ. Code § 35.006.

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Sec. 13. **PARENTAL RIGHTS AND CONTROL OF ACCESS**

Parents are the primary decision makers regarding their student's access to library material. All parental rights and control of access provisions contained in this policy shall also apply to all platforms that provide students with access to digital library materials. AAL shall ensure that all such platforms provide parents with the ability to restrict student access to content.

d) Library catalog

AAL shall develop and maintain a catalog of all library materials, which shall include but not be limited to library materials in all school libraries, in all classroom libraries, and that are made available to students online. The catalog shall include identifying information such as the title, author, and subject. The catalog shall denote with specificity the school(s) and classroom(s) where materials are available. The catalog shall be searchable by title, school location, and classroom location.

The catalog shall be made accessible to parents and the general public via posting on AAL's website in a prominent location and include a search feature. The catalog shall be updated as school collections change and at least annually, or upon the acquisition of Board-approved library materials and to account for a challenged book that the board voted to remove. Each school library shall also maintain the ability for parents to review a printed list of library materials available at the campus.

Classrooms shall not contain library materials that are not listed in AAL's library catalog, but this restriction does not apply to instructional materials held in classrooms. The school librarian, or designee, at each campus shall ensure every classroom library on the campus is in compliance with this policy.

AAL shall maintain a feedback form on the district's website to provide students, parents, educators, and community members an opportunity to provide feedback on library materials and services.

d) Parent access to library catalog and opt-out

AAL and each campus shall adopt procedures that provide for a parent of a child enrolled in the school to:

1. Reasonably and efficiently access the catalog of available library materials at each school library in the school; and

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2. Submit to the school a list of library materials that the parent's child may not be allowed to check out or otherwise access for use outside of the school library.

Tex. Educ. Code § 33.023(a).

The procedures adopted must allow for a parent to submit a list of library materials through:

1. An electronic or physical form; or
2. The school's online library catalog system.

Tex. Educ. Code § 33.023(b).

AAL shall not allow a student to check out or otherwise use outside the school library a library material the student's parent has included in a list described above. *Tex. Educ. Code § 33.023(c).*

d) Opt-out procedure

Parents may submit to the principal or designee of their child's school, a list of library materials that the parent's child may not be allowed to check out or otherwise access outside the school library by filling out an electronic opt-out form, which AAL shall maintain in a prominent location on AAL's website.

AAL shall also ensure that the library catalog posted on AAL's website has functionality allowing parents to submit opt-out requests for specific titles. If creating that functionality is not possible, AAL shall create a portal for parents to submit opt-out requests and make the portal available in a prominent location on AAL's website. The website shall also contain links to all school and individual campus policies related to school libraries. Regardless of parent opt-out decisions, school librarians must ensure that students are not able to access materials that are not age or grade-level appropriate.

d) Funding

AAL may use funds from the school's instructional materials and technology allotment under Texas Education Code § 31.0211 for costs associated with complying with this Section.

Sec. 14. **PARENT ACCESS TO STUDENT ACCESS LIBRARY RECORDS**

AAL shall, through its learning management system or online learning portal, provide to each parent of a child enrolled in the school a record of each time the parent's child checks out or otherwise uses outside the school library a library material. The record must include, as applicable, the title, author, genre, and return date of the library material.

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Tex. Educ. Code § 33.024.

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LIBRARY REQUEST FOR RECONSIDERATION OF MATERIAL

School: _____

Title: _____

Media Format (Book/video): _____

Author/Producer: _____

Request Initiated By

Name: _____

Address: _____

Telephone: _____

Does the person making this request represent a group or organization? Yes/No

If so, please identify the name of the organization: _____

Please answer the following questions:

1. Have you read, viewed, or listened to the material in its entirety? Yes/No
2. Please cite specific pages to which you objected. (Explain your objections
3. What do you identify as the theme of the material?
4. What good features do you identify?
5. For what age group would you recommend this material?
6. In place of this material, please recommend other material, which you consider to be of equal or superior quality for the educational purpose intended.
7. Do you wish to make an oral presentation to the Library Media Committee? Yes/No

Signature: _____ Date: _____

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