DISTRICT ADMINISTRATIVE PROCEDURE

Acceptance, Review, and Use of Donated Books and Library Materials

Authority	EFB(LOCAL), EFB(LEGAL), CDC, CI; applicable Texas law and library standards
Applies to	All campuses, departments, libraries, classroom libraries, book rooms, mobile collections, and campus-affiliated Little Free Libraries
Responsible office	Advanced Academics District Coordinator / District Library Services
Effective	Immediately upon administrative approval
Review cycle	At least annually and whenever governing law or Board policy changes

Immediate directive: Every donation request received at a campus must be referred to the campus librarian. The librarian will prescreen the request and forward it to the Advanced Academics District Coordinator / District Library Services for documentation, consolidation, public posting, and presentation to the Board. No donated material may be made accessible to students before written confirmation of Board approval.

1. Purpose

This administrative procedure implements the Superintendent's responsibility under EFB(LOCAL) to ensure that donated library materials comply with applicable law, library standards, and the District's collection-development goals. It establishes a uniform process for receiving, reviewing, publicly listing, presenting, accepting, cataloging, and disposing of donated materials.

2. Scope and definitions

Library material: Printed or electronic material, an online resource, or ancillary or supplementary material maintained for student use or display in a school library, classroom library, book room, online catalog, library application, mobile collection, campus-affiliated Little Free Library, or any other collection students may access.

Donation: Any library material offered to the District without purchase, including materials provided by individuals, employees, parent organizations, booster clubs, foundations, businesses, publishers, community organizations, or other entities. A transfer from a non-District entity remains a donation, even when delivered directly to a teacher or campus.

Hold status: Secure, segregated storage in which materials are not cataloged as available, distributed, displayed, assigned, or accessible to students while review and approval are pending.

3. Governing requirements

- The Board must consider and either approve or reject donated library materials before they are accepted for student use.
- The proposed donation list must be accessible to the public for at least 30 days before the Board meeting at which the materials are considered.
- Recommendations must follow EFB(LOCAL), applicable law, Texas State Library and Archives Commission standards, and District collection priorities.
- The review must consider at least two of the factors listed in Section 6 of this procedure.
- Board acceptance is subject to the District's authority to determine the use and disposition of gifts in accordance with EFB(LOCAL), CDC, CI, and other applicable policy.

4. Responsibilities

Campus principal: Ensures campus compliance; prevents unapproved access; designates secure holding space; and confirms that staff, parent organizations, and community partners follow this procedure.

Campus librarian: Serves as the required campus intake point for every donation request, regardless of who receives the offer. The librarian conducts the initial inventory and condition review, checks the proposed materials against selection standards, documents review factors, and forwards the complete request to the Advanced Academics District Coordinator / District Library Services. Campus employees may not send donation requests directly to the Board or bypass the librarian.

Advanced Academics District Coordinator / District Library Services: Serves as the district-level collection point for all campus donation requests; verifies and retains required documentation; resolves questions; compiles the consolidated districtwide list; coordinates the required public posting; prepares the administrative recommendation and supporting documentation for Board consideration; and communicates the Board's final action to campuses.

Superintendent or designee: Approves the list for public posting and Board presentation and ensures compliance with applicable policies and laws.

Campus staff: Immediately refer every donation request or offer to the campus librarian. Staff may not solicit, promise acceptance of, receive materials for student use, communicate acceptance to a donor, send a request directly to the Board, or distribute donated materials outside this process.

5. Required donation process

1. Preauthorization before solicitation. Before announcing a book drive, requesting donations, accepting a publisher shipment, or entering into a donation arrangement, the principal or designee must contact District Library Services. No employee or campus group may promise a donor that materials will be accepted or used.
2. Campus referral to librarian. Any employee, principal, department, parent organization, booster club, or campus partner that receives a donation request or offer must immediately refer it to the campus librarian. The librarian is the required campus point of contact and will begin the initial review process. No other campus employee may approve the request or promise acceptance.
3. Donor notice and intake. The librarian provides the District's donation notice and obtains an itemized list containing title, author, ISBN, edition or publication year, format, quantity, intended campus or grade level, and donor contact information. Large donations may not be delivered until storage and processing arrangements are approved.
4. Secure hold. Materials delivered before Board action must be clearly marked "PENDING REVIEW - NOT FOR STUDENT ACCESS" and stored in a secured area. They may not be placed in Insignia as available, stamped as District property, shelved, displayed, distributed, assigned, or used with students.
5. Campus prescreen. The librarian or designated professional staff reviews condition, duplicates, collection need, intended audience, curricular relevance, catalog data, embedded links or QR codes, and apparent compliance concerns. Materials that clearly fail the physical-condition or collection-need criteria may be recommended for rejection without being made accessible.
6. District submission through the librarian. After the principal reviews the campus recommendation, the librarian forwards the itemized list, donor information, review documentation, and campus recommendation to the Advanced Academics District Coordinator / District Library Services by the announced deadline. *This is the only campus-to-district submission pathway.*
7. District documentation and recommendation. The Advanced Academics District Coordinator / District Library Services verifies and retains the submission, requests missing information when needed, and compiles the consolidated districtwide donation list and supporting documentation for the Superintendent, required public posting, and Board consideration. Submission does not guarantee recommendation or acceptance.
8. Public notice. After administrative authorization, the proposed list is made publicly accessible for at least 30 days before the applicable Board vote. Materials remain in hold status throughout the notice period.

9. Board action. The Advanced Academics District Coordinator / District Library Services prepares the documentation for presentation to the Board. The Board considers the donated-material list and may approve, reject, or revise the list before taking action. No campus may treat a donation as accepted until the coordinator provides written confirmation of Board approval.
10. Processing after approval. Approved materials must be accessioned, cataloged in Insignia when applicable, labeled, assigned to the approved location and audience, and made subject to normal circulation, parent-access, reconsideration, inventory, maintenance, and weeding procedures before student access.
11. Disposition after rejection. Rejected or unapproved materials will be returned to the donor when feasible or handled according to the donor acknowledgment and District policy. Campuses may not redirect rejected materials to another District campus, employee, classroom, student, book room, or Little Free Library.

6. Review standards and documentation

A recommendation must document at least two of the following EFB(LOCAL) factors and any additional factors necessary for a sound collection-development decision:

- Recommendations from students, parents or guardians, teachers, or District residents.
- Consultation with District teachers and library staff.
- Extensive review of the material.
- The material's context, including fit within the existing collection and support of District curriculum.
- Professional reviews, recognized education or content journals, award lists, library-science experts, or highly regarded author and literacy recommendations.
- Coverage of a topic, author, series, genre, viewpoint, or format that fills an identified collection gap.

7. Acceptance criteria

Donated materials must satisfy the same legal, educational, and collection-development expectations that apply to procured materials. Reviewers shall consider whether the material:

- Supports the TEKS, state or local curriculum, literacy development, or an identified student or faculty need.
- Is appropriate for the intended age group, grade level, maturity level, abilities, and learning needs.
- Provides accurate, authentic, and authoritative content when presented as factual.
- Contributes user appeal, literary appreciation, high-level thinking, personal learning, or rational discussion.
- Supports a balanced collection with varied levels of difficulty, formats, viewpoints, cultural representation, and global perspectives.
- Is in clean, safe, usable condition and can be reasonably cataloged, stored, maintained, and circulated.
- Does not create unnecessary duplication, outdated content, incomplete sets, or an unsupported format burden.

8. Materials that will not be recommended

Consistent with EFB(LOCAL), applicable law, and collection standards, the District will not recommend materials that include legally prohibited content or that are unsuitable for the intended collection. Materials may also be rejected for legitimate collection-management reasons, including:

- Harmful material; pervasively vulgar or educationally unsuitable material; indecent or profane content; or other content legally prohibited in a public school library.
- A link, QR code, application, or other referral to legally prohibited online content.
- Mold, pests, water damage, strong odors, excessive markings, missing pages, broken bindings, or other unsafe or unusable conditions.
- Obsolete, inaccurate, superseded, incomplete, consumable, promotional, or highly duplicative material without a documented need.

- Material for which ownership, reproduction rights, licensing, account access, or continued use cannot be lawfully transferred to the District.

A title shall not be rejected solely because of the ideas expressed, the personal background of the author, or the personal background of characters. Content decisions must be based on applicable law, Board policy, the work as a whole, intended use, and documented collection criteria.

9. Special applications

Classroom libraries and book rooms: Donated materials intended for student access in classrooms or book rooms are covered by this procedure. A teacher may not bypass review by retaining donated books outside the formal campus library.

Little Free Libraries: A campus-affiliated Little Free Library may not operate as an unreviewed donation or distribution point. Materials must complete this procedure before being placed where students can access them. Unsolicited drop-offs must be removed from access and placed in hold status pending direction.

Electronic resources: Donated e-books, databases, subscriptions, applications, websites, and access codes require review of content, terms, privacy, licensing, links, data practices, accessibility, and ongoing costs before Board consideration and activation.

Monetary gifts: Funds donated for library materials must be processed under CDC and District financial procedures. Materials selected with donated funds remain proposed procurements and must complete the EFB(LOCAL) review, public-notice, and Board-approval process.

Existing or in-transit donations: Campus staff must immediately bring requests involving materials already delivered, promised, or in transit to the campus librarian. The librarian will document the materials and forward the information to the Advanced Academics District Coordinator / District Library Services. Materials must remain unavailable to students until written direction is provided.

10. Records and communication

- The Advanced Academics District Coordinator / District Library Services will collect and retain campus submissions, donor lists, review documentation, public-posting records, Board materials, Board action, and final disposition records according to the District's records-management schedule.
- Campuses must use District-approved language when communicating with donors and must not state that a donation has been accepted before Board approval.
- Questions, unusual donations, and possible compliance concerns must be brought to the campus librarian, who will filter the request to the Advanced Academics District Coordinator / District Library Services before action is taken.

Campus rule: When in doubt, do not distribute, display, catalog as available, return, discard, or relocate the materials. Secure them and bring the request to the campus librarian for submission to the Advanced Academics District Coordinator / District Library Services.

APPENDIX A

Campus Donation Intake and Review Cover Sheet

Campus

Principal

Librarian/reviewer

Donor/organization

Donor email and phone

Date offered/received

Total titles/copies

Intended location and grade level

Required attachments

- ☐ Itemized title list with author, ISBN/edition when available, quantity, and format.
- ☐ Donor acknowledgment that acceptance is not guaranteed and use/disposition is controlled by District policy.
- ☐ Campus review documentation identifying at least two EFB(LOCAL) review factors.
- ☐ Professional reviews or other supporting sources, when applicable.
- ☐ Photographs or condition notes for large or unusual donations, when requested.

Campus recommendation

- ☐ Recommend for District review and possible Board acceptance.
- ☐ Recommend partial acceptance; identify excluded titles on the attached list.
- ☐ Recommend rejection; provide the documented reason.

Campus librarian signature/date: _____

Principal review/date: _____

Advanced Academics District Coordinator / District Library Services disposition/date: _____

Source authority

This procedure is based on Goose Creek CISD EFB(LOCAL), Library Materials (provided policy dated July 20, 2025), including its collection-development, recommendation and procurement, donated-material public-list, Board-action, maintenance, and gifts-and-donations provisions; related EFB(LEGAL), CDC, and CI requirements; and TEA's August 28, 2025 guidance, "Senate Bill 13 Requirements Related to School Library Materials."