DISTRICT ADMINISTRATIVE PROCEDURE

Selection, Recommendation, Approval, and Procurement of Library Materials

Authority	EFB(LOCAL), EFB(LEGAL), EFA, CDC, CI; applicable Texas law and library standards
Applies to	All campuses, departments, school libraries, classroom libraries, book rooms, digital collections, online catalogs, library applications, and other student-accessible library collections
Responsible office	Advanced Academics District Coordinator / District Library Services
Approval authority	GCCISD Board of Trustees
Effective	Upon administrative approval
Review cycle	At least annually and whenever governing law or Board policy changes

Required sequence: Campus recommendation → District review → public posting for at least 30 days → Board action → purchasing and processing. A proposed title is not approved merely because funding is available, a vendor quote has been obtained, or the title has previously been used elsewhere.

1. Purpose

This procedure implements EFB(LOCAL) by establishing a consistent, transparent, and documented process for selecting, recommending, approving, purchasing, licensing, receiving, cataloging, and providing access to library materials. Its purpose is to support student achievement, instructional needs, literacy development, varied interests and abilities, and balanced collections while ensuring compliance with law and Board policy.

2. Scope and definitions

Library materials: Printed or electronic library acquisitions, online resources, audiovisual materials, subscriptions, databases, applications, and ancillary or supplementary materials maintained for student use or display in a school library, classroom library, book room, online catalog, mobile collection, or any other library collection a student may access.

Acquisition: Obtaining a library material by purchase, license, subscription, lease, grant-funded purchase, or purchase with donated funds. Donations of materials are governed by the separate Book Donation Administrative Procedure but must meet the same selection standards.

Recommendation list: The itemized list of proposed library materials submitted for District review, public posting, and Board consideration.

Procurement: The District's formal commitment to acquire a material, including issuance of a purchase order, execution of an agreement, payment, activation of a subscription or license, or other commitment of District or donated funds.

3. Governing principles

- Library collections will offer varied levels of difficulty, diversity of appeal, multiple points of view, and formats that respond to the needs of students and faculty.
- Selection decisions will consider the age groups, grade levels, maturity levels, abilities, learning styles, and access arrangements of students who may use the material.
- Librarians and designated professional staff will be trained or provided information regarding collection-development standards and this procedure.
- Library materials will be recommended and procured in accordance with applicable law, Texas State Library and Archives Commission guidelines, District purchasing requirements, and EFB(LOCAL).

- The Board will approve or reject proposed library materials before procurement. The recommendation list must be publicly accessible for at least 30 days before the Board vote.

4. Responsibilities

Campus librarian: Conducts collection analysis; receives requests; evaluates proposed materials; documents selection factors and professional reviews; prepares the campus recommendation list; and submits the list through the principal to District Library Services.

Campus principal: Ensures campus compliance, reviews the educational and operational purpose of each request, verifies the funding source, and authorizes submission to District Library Services. Principal review is not final approval to procure.

Teachers and other campus staff: Submit requests to the campus librarian and provide the intended use, audience, curricular connection, and other requested documentation. Staff may not order, purchase, activate, distribute, or promise student access to proposed library materials outside this process.

Advanced Academics District Coordinator/District Library Services: Verifies documentation, conducts additional review as needed, checks districtwide need and duplication, consolidates campus lists, coordinates public posting and Board materials, communicates Board action, and authorizes campuses to proceed with procurement after approval.

Superintendent or designee: Ensures the recommendation, public-notice, and Board-presentation process complies with policy and law.

Purchasing and Business Services: Processes approved purchases in accordance with District purchasing, contracting, grant, and financial procedures. Purchasing authorization does not replace library-material approval.

5. Collection-development and selection standards

Professional staff will evaluate each proposed material as a whole and in relation to its intended audience, use, format, and place within the existing collection. Materials should, as applicable:

- Enrich and support the TEKS and state and local curriculum while considering students' varied interests, maturity levels, abilities, and learning styles.
- Foster factual knowledge, literary appreciation, aesthetic values, societal understanding, enjoyment of reading, high-level thinking, personal learning, and rational discussion.
- Provide accurate and authentic factual content from authoritative sources.
- Have a high degree of potential user appeal and interest and provide appropriate levels of challenge.
- Represent ethnic, religious, and cultural groups of Texas and their contributions to the state, nation, and world.
- Present multiple viewpoints related to controversial issues and contribute to a balanced collection.
- Offer a global perspective and equitable access through print, electronic, multimedia, and accessible formats.
- Fill an identified gap, replace a worn or outdated title, or address demonstrated student, faculty, or curricular need.

6. Required review evidence

Each recommendation must document at least two of the following EFB(LOCAL) factors. District Library Services may require additional evidence based on the material, format, intended audience, or potential concern:

- Recommendations from students, parents or guardians, teachers, or District residents.
- Consultation with District teachers and library staff.
- Consultation with library staff from other districts.
- Extensive review of the material.
- Review of context, including fit within the existing collection and support of District curriculum.
- Reviews from professional library journals, recognized education or content journals, national or state award lists, library-science experts, or highly acclaimed author and literacy recommendations.
- Evidence that the material fills a gap involving a topic, author, series, genre, viewpoint, reading level, language, accessibility need, or format.

7. Materials that may not be recommended

Consistent with EFB(LOCAL), applicable law, and collection-management standards, the District will not recommend:

- Harmful material; material that is pervasively vulgar or educationally unsuitable; material containing indecent or profane content; or other material prohibited from a public school library by law.
- Material that directs a person, including through a link or QR code, to legally prohibited online content.
- Inaccurate, obsolete, superseded, incomplete, consumable, promotional, or unsupported material when it does not meet an identified collection need.
- A format or resource that cannot be lawfully licensed, accessed, protected, supported, cataloged, maintained, or made accessible under District requirements.
- Unnecessary duplication when existing holdings adequately meet the documented need.

A title will not be rejected solely because of the ideas expressed, the personal background of the author, or the personal background of its characters. Decisions must be tied to law, Board policy, the work as a whole, intended use, and documented collection criteria.

8. Acquisition process

1. Identify the need. The librarian reviews collection age, relevance, circulation, curricular needs, student and staff requests, representation, reading levels, languages, formats, accessibility, losses, and gaps before developing a recommendation.
2. Gather bibliographic and purchasing information. For each proposed title or resource, record the title, author or creator, ISBN or unique identifier, edition or publication year, format, quantity, intended campus and audience, estimated cost, vendor, and funding source.
3. Document the review. The librarian evaluates the material under Sections 5–7 and records at least two required EFB(LOCAL) review factors. When a set, series, database, or bundled resource is proposed, each included title or component must be clearly identified for meaningful review unless District Library Services authorizes an alternative legally compliant format.
4. Obtain campus review. The principal reviews the purpose, audience, funding source, and operational feasibility and authorizes the librarian to submit the recommendation. This step does not authorize a purchase.
5. Submit to District Library Services. The librarian sends the complete recommendation list and supporting documentation to the Advanced Academics District Coordinator / District Library Services by the published submission deadline.
6. Complete district-level review. District Library Services checks documentation, districtwide duplication, catalog records, reviews, collection fit, age appropriateness, access implications, and legal or policy concerns. Incomplete or unsupported requests may be returned, deferred, revised, or excluded from the proposed list.
7. Post the proposed list. After administrative authorization, the Superintendent or designee makes the proposed procurement list publicly accessible for at least 30 days before the Board vote. No purchase commitment or student access may occur during this period.
8. Obtain Board action. The Board considers the proposed list and may approve, reject, or propose changes before taking action. Only titles approved by the Board may proceed to procurement.
9. Receive written authorization. District Library Services communicates the Board’s action and identifies approved titles. Campuses must reconcile the proposed order with the approved list before initiating a requisition.
10. Procure through District procedures. The campus or department initiates the requisition, purchase order, contract, or license using the approved vendor and funding process. Substitutions, added titles, revised editions, or bundled content not included in the approved list require review and approval before procurement.
11. Receive, verify, and process. The librarian verifies that the shipment or electronic resource matches the approved list, reports discrepancies, and completes accessioning, cataloging in Insignia, labeling, location assignment, access configuration, and inventory controls before student use.
12. Maintain records and evaluate use. District Library Services and campuses retain required selection, approval, purchasing, and catalog records. Approved materials become subject to parent-access controls, challenge procedures, and requirements for inventory, repair, replacement, evaluation, and weeding.

9. Special acquisition situations

Replacement copies: An exact replacement for an approved title may be handled in accordance with District Library Services guidance and purchasing procedures. A different edition, adaptation, format, or materially revised version must be reviewed to determine whether renewed Board approval is required.

Preview, examination, or sample copies: A vendor-provided copy may be held securely for professional review but may not be cataloged as available, displayed, circulated, assigned, or used by students before approval. Unapproved samples must be returned or otherwise handled in accordance with the vendor's terms and the District's procedures.

Standing orders and automatic renewals: Standing orders, series continuations, subscription renewals, and automatic content additions require advance review. New titles or materially changed content may not be treated as approved solely because an earlier subscription or series was approved.

Digital resources: E-books, audiobooks, databases, applications, websites, and subscriptions require review of included content, dynamic content, external links, licensing, privacy, data practices, accessibility, authentication, filtering, account management, recurring costs, and parent-access controls.

Classroom libraries and book rooms: Materials acquired for student access in a classroom library or book room are covered by EFB(LOCAL) and this procedure. Purchasing through classroom, activity, grant, department, parent-organization, or discretionary funds does not bypass review.

Grant and donated funds: A grant award or monetary gift does not constitute approval of the materials to be purchased. Proposed titles must complete this procedure, and funds must also be processed in accordance with the applicable grant, financial, and gift-and-donation requirements.

Urgent curricular need: Time sensitivity does not waive the public posting or Board approval requirements. Campuses should plan recommendation cycles early enough to meet instructional timelines.

10. Ordering, access, and substitution controls

- No employee may use personal funds, a purchasing card, reimbursement, student activity funds, grant funds, donated funds, a parent organization, or another payment method to bypass this procedure.
- No proposed material may be shelved, displayed, distributed, assigned, added to a student-accessible classroom collection, activated online, or cataloged as available before approval and processing are complete.
- Vendor substitutions, free companion titles, bonus materials, bundled additions, and unrequested samples must be held from student access and reviewed before acceptance or use.
- If an ordered item does not match the approved title, edition, format, or resource, the librarian must contact District Library Services before processing it.
- Licenses and subscriptions may not be accepted through click-through terms or activated by campus staff unless the required District contracting, privacy, technology, and purchasing reviews are complete.

11. Documentation and records

The campus librarian and District Library Services will maintain, as applicable:

- Campus request and recommendation forms; itemized title lists; professional reviews; consultation notes; collection analyses; and principal authorization.
- Public-posting dates and copies of the proposed list; Board agenda materials; Board action; and written campus notification.
- Quotes, requisitions, purchase orders, contracts, licenses, invoices, packing records, substitutions, and funding-source documentation.
- Accession and Insignia catalog records, approved access settings, inventory records, and final disposition information.

Records will be retained in accordance with the District's records management schedule and made available as required by law and District procedure.

Campus rule: If a title or resource does not appear on the written Board-approved list, do not order it or make it accessible to students. Send the question and supporting documentation to the campus librarian for review by District Library Services.

APPENDIX A

Campus Library Materials Acquisition Request Cover Sheet

Campus/department	
Librarian/requester	
Principal	
Date submitted	
Intended collection	Library / Classroom / Book room / Digital / Other
Grade level(s) / audience	
Purpose / intended use	
Funding source	
Estimated total cost	
Requested implementation date	

Required title-list fields

Attach a spreadsheet containing one row per proposed title or resource and the following fields:

- ☐ Title; author or creator; ISBN or unique identifier; edition/publication year; format; quantity; vendor; unit and extended cost.
- ☐ Intended campus, collection, grade level or audience, purpose, and curricular or collection connection.
- ☐ At least two documented EFB(LOCAL) review factors and citations or links to supporting reviews when applicable.
- ☐ Existing-copy count or duplication rationale; replacement or new acquisition; and any access, licensing, privacy, or technology considerations.

Campus certification

By signing, the librarian and principal certify that the proposed materials have been reviewed under EFB(LOCAL) and this procedure; at least two required review factors are documented; funding has been identified but not committed; and no material will be ordered or made accessible before written confirmation of Board approval.

Campus librarian signature/date: _____

Principal signature/date: _____

District Library Services disposition/date: _____