

BOARD OF TRUSTEES
HUMBOLDT COUNTY SCHOOL DISTRICT

REGULATION 6015
INSTRUCTION

SCHOOL LIBRARIES

LIBRARY MATERIALS/RESPONSIBILITY FOR SELECTION:

The responsibility for library material selection and acquisition rests with the school librarian or school librarian aide at each school site. Providing for a wide range of student abilities and celebrating diverse interests and perspectives will guide materials selection. Each school site will determine what types and formats of materials will best address the needs of their students' learning styles, abilities, and varied preferences. The Library Program acquisition guidelines and selection procedures outlined in the Program Policies will be adhered to in the process of acquiring library materials.

DONATIONS AND FREE MATERIALS:

Each school site will apply the same selection criteria when accepting gifts as when purchasing new materials.

RECONSIDERATION OF LIBRARY MATERIALS

The procedures for reconsideration of an item follow:

- All complaints must be submitted in a written format and specifically address any areas found to be of offense.
- The complainant will be contacted within 10 business days.
- Challenges will be handled with the understanding that no parent or guardian has the right to determine reading, viewing or listening matter for students other than his or her own. An acceptable alternative, when possible, will be offered as a substitute for that particular student. While complaints about materials are being considered, access to the challenged materials or other related materials will not be restricted in any manner.
- The principal and the librarian will call together a committee to consider the complaint. The reconsideration committee may consist of the respective school site students, faculty parents, and school board or district office personnel.
 - The library program's commitment to nurturing inquiry, which is a fundamental element to the pursuit of education in a democracy, will serve as a focus during committee discussions.
 - The following principles will guide the evaluating committee's work
 - Freedom of Information

- Freedom to learn
 - Freedom to read
- The committee will base its consideration on the value of the work as a whole, not individual passages and/or parts pulled out of context.

After discussing the complaint and reaching consensus, the principal and the librarian will inform the complainant of the outcome of the committee's deliberation. The committee will make the final decision about the materials' value to the library collection.

CHECKOUTS - FINES - LOST OR DAMAGED ITEMS:

The Humboldt County School Library Program Policies will be adhered to with regard to material check-out, fines and reimbursement for lost or damaged items.

INTERLIBRARY LOANS:

Interlibrary loans are available between school sites. Requests are made and tracked through the Destiny Library System.

INTERNET GUIDELINES:

The Humboldt County School District Internet Acceptable Use Policy is applicable when the internet is accessed in school libraries.

MATERIAL REMOVAL: (Weeding)

Material removal (weeding) is guided by curricular alignment and format awareness. The Humboldt County Library Program Policies must be adhered to when removing materials from school libraries.

Resources:

- The Humboldt County School District Library Program Policies compiled by Mrs. Pamela Bidart, Humboldt County School Librarian, Albert M. Lowry School Librarian/Teacher, 2018.
- Humboldt County 2017 Library General Policies - Winnemucca, Nevada. Acquired through Cynthia O, former Library Director.
- Magi, Trina, editor. *Intellectual Freedom Manual*. 9th ed., American Library Association, 2015.
- New Canaan High School Collection Development Policy - NewCanaan, Conn.
<https://www.ncps-k12.org/Page/1595>

Adopted:3/12/19