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**Note:** This policy takes effect on January 17, 2023.

For information related to the selection of instructional materials, see EF(LEGAL) and EFA.

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The District shall provide a wide range of library materials for students and faculty that support student achievement and present varying levels of difficulty, diversity of appeal, and a variety of points of view. The Superintendent shall ensure that library materials are selected in accordance with District policy and administrative regulations.

### Objectives

In accordance with state and local standards, school libraries are essential interactive collaborative learning environments, ever evolving to provide equitable physical and virtual access to ideas, information, and learning tools for the entire school community.

In this policy, “library materials” may include printed and electronic library acquisitions and other ancillary or supplementary materials maintained in a campus library. In accordance with state and local guidelines, library collections should enrich and support the state and local curriculum. Collections should also provide materials of high interest to encourage student reading and learning for pleasure.

Library materials may be used to enhance the instructional program, for formal or informal teaching and learning purposes, and for voluntary inquiry or self-selected reading. While instructional materials and library materials are both considered instructional resources, they are not the same, and the term library materials should not be used interchangeably with instructional materials for purpose of this policy.

### Parental Involvement

School libraries are essential and must be safe and inviting centers for teaching and learning that provide equitable access to emerging technologies and physical and virtual collections of high quality, reflecting input from key stakeholders, including parents and community members. The District shall focus on maximizing transparency with parents and community members while meeting student needs and providing enrichment opportunities with library materials.

To support parental engagement and transparency, the District shall post a list of all library materials online on the District’s website and parents may view their own student’s library material selection(s) through the District’s online library management system. Parents may also elect to restrict their own student’s ability to select library materials in accordance with administrative regulation.

INSTRUCTIONAL RESOURCES  
LIBRARY MATERIALS

EFB  
(LOCAL)

Protection from  
Inappropriate  
Material

Library materials shall not include “harmful material” as defined by Penal Code 43.24(a)(2) or “obscene” material as defined by Penal Code 43.21(a)(1).

Library materials shall comply with the Children's Internet Protection Act (CIPA), including technology protection measures. [See CQ]

**Collection  
Development**

Library materials in the library collection shall be chosen in accordance with this policy and administrative regulation. In the selection of library materials, the District-level library supervisor or individuals designated by that supervisor (i.e., campus librarians) shall ensure that the materials generally:

1. Are consistent with the guidelines adopted by the Texas State Library and Archives Commission;
2. Enrich and support the curriculum, taking into consideration students' varied interests, abilities, learning styles, and maturity levels;
3. Stimulate growth in factual knowledge, enjoyment of reading, literary appreciation, aesthetic values, and societal standards;
4. Develop a balanced collection presenting multiple viewpoints related to controversial issues to foster critical thinking skills and encourage discussion based on rational analysis [see EMB regarding instruction about controversial issues];
5. Represent many ethnic, religious, and cultural groups and their contributions to the national heritage and world community;
6. Provide a wide range of background information that will enable students to make intelligent decisions in their daily lives;
7. Demonstrate literary merit, quality, value, and significance;
8. Have received favorable professional library reviews from state- and nationally recognized review publications;
9. Have received state or national awards or are included on recommended reading lists developed by library professionals and educators;
10. Cover topics, authors, series, or genres that fill gaps in the school library collection;
11. Include accurate and authentic factual content from authoritative sources;
12. Have a high degree of potential user appeal and interest;

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13. Offer a global perspective that promotes equity of access, including print and nonprint materials such as electronic and multimedia, to meet the needs of individual learners;
14. Are requested or recommended by students and teachers;
15. Mirror selections found in other area Texas public school libraries; or
16. Represent diverse viewpoints and cultures appropriate to each campus to ensure the collection embodies the unique background of its student population.

Prior to any material being selected for inclusion in the library collection, a library material shall have been read or reviewed and recommended for inclusion by the District-level library supervisor, individuals designated by that supervisor (i.e., campus librarians), or through the recommendation of a consortium of other area Texas public schools.

The District shall ensure that the methods by which a student accesses library materials, including digital material, allows the student to only access grade-appropriate content. The District-level library supervisor or individuals designated by that supervisor (i.e., campus librarians) shall apply access levels to library materials in the library collection by consulting the reviews and recommendations from District librarians, educators or a consortium of other area Texas public schools. Access levels shall be applied in accordance with the following:

Grade Span	Content Access Level
Prekindergarten–grade 6	Juvenile, Young Adult
Grades 7–8	Juvenile, Young Adult, Adult
Grades 9–12	Juvenile, Young Adult, Adult

**Parent Consideration**

District staff may assist a student in selecting library material for choice reading; however, the ultimate determination of appropriateness remains with the student and parent. Parents are encouraged to communicate with the campus librarian and their student's teacher about special considerations regarding library materials self-selected by their student. In accordance with state law and administrative regulations, parents may select alternative library materials for their student. [For information on parental rights regarding instructional materials and other instructional resources see EF(LEGAL).]

**Challenged Resources**

A parent of a District student, a student who is 18 years of age or older, an individual employee, or any District resident may challenge a library material maintained in the District's library collection on the basis that the library material fails to meet the standards set forth in this policy or the designated collection level for the library material is incorrect.

Guiding Principles

The following principles shall guide the Board and staff in responding to challenges of library materials:

1. A complainant may raise an objection to a library material used in the District's library program, even though the professional staff selecting the materials were qualified to make the selection, followed the proper procedure, and adhered to the objectives and criteria for library materials set out in this policy.
2. A parent's ability to exercise control over instruction and instructional resources, including library materials, extends only to his or her own child as set forth in Education Code Chapter 26.
3. Access to a challenged material shall not be restricted for students during the reconsideration process except as provided in this policy or if requested by a parent for that parent's child.

The major criterion for the final decision on challenged library materials is the appropriateness of the material for its intended use. No challenged library material shall be removed solely because of the ideas expressed therein. [see EF(LEGAL)]

Informal Reconsideration

When a campus receives an objection to the appropriateness of a library material or its collection level, the librarian or administrator shall try to resolve the matter informally. The librarian or administrator shall explain the selection process or collection level determination and discuss the intended purpose for the library material. If appropriate, the librarian or administrator may offer a concerned parent an alternative library material to be used by that parent's student in place of the challenged material.

If the complainant wishes to make a formal challenge, the administrator shall provide the complainant a copy of this policy and a form to request a formal reconsideration of the library material.

Formal Reconsideration

A complainant shall make any formal challenge to a library material on the form provided by the District and shall submit the completed and signed form to the principal of the campus where they library material is located. Upon receipt of the form, the principal shall appoint a reconsideration committee.

The reconsideration committee shall include the librarian, at least one member of the instructional staff who has experience using the challenged material with students or is familiar with the challenged material's content, and a parent serving on the Campus Performance Objectives Council (CPOC). If a CPOC parent is not available, the principal will select another parent from the campus. Other members of the committee may include District-level staff, secondary-level students, and any other appropriate individuals determined by the principal.

All members of the committee shall review the challenged library material in its entirety. Within thirty (30) calendar days or as soon thereafter as reasonably possible given the length or complexity of the challenged resource, the committee shall meet and determine whether the challenged material conforms to the principles of selection set out in this policy and whether the challenged material will continue to be part of the library collection. The committee shall prepare a written determination of its findings within ten (10) school days of the reconsideration committee meeting. The Board of Trustees, the Superintendent, other appropriate administrators, and the complainant shall receive copies of the report.

*Expedited Initial Review*

If a formal challenge to a library material includes an allegation that the library material includes "harmful material" or "obscene" material as defined by Penal Code 43.24(a)(2) or 43.21(a)(1), the principal shall initiate an expedited review. The principal or administrator designated by the principal and the librarian shall review the specific content alleged to be harmful material or obscene and make an initial determination regarding the allegation. If upon initial review the content is determined to likely violate this policy's prohibition against harmful or obscene material, the library material shall be removed from the campus collection during the formal reconsideration process. The formal reconsideration process should proceed as outlined above, including a final written determination of the reconsideration committee's determination of its findings regarding the challenged material.

*Frequency of Review*

After a library material has been reviewed through formal reconsideration at a campus, it shall not be reviewed again within one calendar year or as determined by the Superintendent. [See Maintenance of Library Materials, below.]

Appeal

The complainant may appeal the decision of the reconsideration committee in accordance with appropriate complaint policies, starting at level two. [See DGBA, FNG, and GF]

**Alternate Sources of Library Materials**

The District shall accept gifts and donations to a campus library with the understanding that the use and disposition of the materials

and monies will be in accordance with District policy and the selection criteria noted above. [See CDC] Classroom library materials created or maintained to enhance the instructional program or for voluntary inquiry or self-selected reading by students shall be done in accordance with the selection criteria noted above.

**Maintenance of  
Library Materials**

In accordance with state and local guidelines (including Texas Library Standards), campus library collections shall be evaluated and updated regularly based on the collections' age, relevance, diversity, and variety. The Superintendent shall ensure administrative procedures are established for regular maintenance of the campus library collection. Standard maintenance procedures for each campus library collection includes repair, replacement, and removal of materials as necessary in accordance with policy and administrative regulation. Regular maintenance shall also include scheduled inventories of the campus library collection. Disposal of any District-owned library materials shall be in accordance with District policy and procedures. [See CI]