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

Objectives

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 librarians and other designated professional staff select library materials in accordance with District policy and administrative regulations.

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.

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.

School libraries are essential, 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 stakeholders.

Parental
Involvement

The District shall focus on maximizing transparency with parents and community members while meeting student needs and providing enrichment opportunities with library materials. Parental involvement in library acquisition, maintenance, and campus activities is encouraged.

To support transparency and access for the school community, the District shall establish means for parents and the public to review holdings, including information about titles and how materials are assessed.

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]

Selection

Library materials shall be chosen in accordance with the following selection criteria derived from the guidelines adopted by the Texas State Library and Archives Commission. In the selection of library materials, librarians and other professional staff shall make an effort to ensure that the materials:

1. Enrich and support the curriculum, taking into consideration students' varied interests, abilities, learning styles, and maturity levels.
2. Stimulate growth in factual knowledge, enjoyment of reading, literary appreciation, aesthetic values, and societal standards.
3. 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].
4. Represent many ethnic, religious, and cultural groups and their contributions to the national heritage and world community.
5. Have received favorable professional library reviews from state and nationally recognized review publications.
6. Have received state or national awards or are included on recommended reading lists developed by library professionals and educators.
7. Have a high degree of potential user appeal and interest.
8. 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.
9. Are requested or recommended by students and teachers.
10. Represent diverse viewpoints and cultures appropriate to each campus to ensure the collection embodies the unique background of its student population.
11. Not be in violation of Texas Penal Code 43.24(a)(2) or 43.21 (a)(1).

Parent Consideration

In general, a student is afforded the opportunity to self-select library materials as part of literacy development and the library program. District staff may assist a student in selecting library material; however, the ultimate determination of appropriateness remains with the student and parent. Parents are encouraged to communicate with the campus librarian/digital information specialist and their child'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 who is 18 years of age or older, may challenge a library material maintained in the District's library program on the basis that the library material fails to meet the standards set forth in this policy. The number of library materials in review will be in balance with the resources available. The District shall make every attempt to ensure at least one library material a month is reviewed if applicable. Library materials will only be reviewed during the school year. Priority for review of books will be given to challenges filed by current BISD parents.

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, despite the fact that 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 during the reconsideration process, except if the material is alleged to have content which is harmful or obscene in nature and a reasonable determination was made to restrict access to material to a student without parent permission, or if copies of the book are needed for the reconsideration committee process. The District may deny access of the material to a student if requested by the child's parent.

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.

Informal
Reconsideration

The school receiving a complaint about the appropriateness of any library material shall try to resolve the matter informally using the following procedure:

1. The librarian/digital information specialist or administrator shall explain the school's selection process, the criteria for selection, and the qualification of the professional staff who selected the library material.
2. The librarian/digital information specialist or administrator shall explain the intended purpose of the library material and any additional information regarding its use.
3. In the event the complainant is a concerned parent, the librarian/digital information specialist or administrator may offer an alternative library material to be used by the parent's child in place of the library material.
4. If a complainant wishes to make a formal challenge, the principal or designee shall provide the complainant a copy of this policy and EFB(EXHIBIT A) 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 Assistant Superintendent of Teaching & Learning or designee [See EFB(EXHIBIT A).] To be placed in committee review, the form must be completed with specificity regarding the content being challenged. Upon receipt of the completed form, the Assistant Superintendent of Teaching & Learning or designee shall appoint a reconsideration committee.

If a formal objection to a library material includes an allegation that the library material includes content, graphics or illustrations considered "harmful material" as defined by Penal Code 43.24(a)(2) or "obscene" as defined by Penal Code 43.21 (a)(1), the Assistant Superintendent of Teaching & Learning or district administrator, campus administrator and at least one District librarian/digital information specialist shall review the specific content alleged to be harmful or obscene and make a reasonable determination to restrict access to the library material to any student without parent permission until the completion of the challenge process.

The formal reconsideration committee shall include a campus administrator, a librarian/digital information specialist, a classroom teacher, and a parent. The committee may include 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. Other members of the committee may also include a district administrator and any other appropriate staff member. The committee shall be comprised of a minimum of five members and shall have an odd number of voting members.

All members of the committee shall review the challenged library material in its entirety. As soon as reasonably possible, 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 used in the library program. The committee shall weigh the strengths and weaknesses of the challenged library material as a whole rather than on passages or sections that may be taken out of context. An exception of this is in relation to graphics and illustrations which must independently not violate the Penal Code 43.24(a)(2) or Penal Code 43.21 (a)(1),

The committee shall determine by a majority vote, based on an individual anonymous vote, whether or not the challenged library material shall remain in use. The committee shall prepare a written report of its findings based on EFB(EXHIBIT B). The Superintendent, other appropriate administrators, and the complainant shall receive copies of the report.

In the event of the receipt of multiple reconsideration forms for a single library material, the first form received will initiate the process, and subsequent challenge forms will not be processed.

Frequency of
Review

After a library material has been reviewed through formal reconsideration, it shall not be reviewed again for a period of no less than five years.

INSTRUCTIONAL RESOURCES
LIBRARY MATERIALS

EFB
(LOCAL)

Appeal

The complainant may appeal the decision of the reconsideration committee in accordance with appropriate complaint policies, starting at the appropriate level. [See DGBA, FNG, and GF]. Within this process, an appeal will start at level two with a district administrator.

Gifts and Donations

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].

**Maintenance of
Library Materials**

In accordance with state and local guidelines, 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 library collection on each campus. Standard maintenance procedures for any library collection include repair, replacement, and removal of materials as necessary. Regular maintenance shall also include scheduled inventories of the collection. Disposal of any District-owned library materials shall be in accordance with District policy and procedures. [See CI]