

USBE LIBRARY MODEL POLICY

_____ (LEA name) LIBRARY SELECTION, MAINTENANCE and REVIEW POLICY

I. School library purpose:

School libraries exist to support and enhance student learning. They should include balanced, relevant, age appropriate and varied sources.

II. Support for Intellectual Freedom

- A. The school libraries of _____ (LEA) are guided by the principals of the First Amendment of the U.S. Constitution.
- B. "The special characteristics of the school *library* make that environment especially appropriate for the recognition of the first Amendment rights of students." *Board of Education, Island Trees Union Free School District No. 26 v. Pico* 457 U.S. 853 (1982)

III. Procedures for Selection ~~and Maintenance, and Communication~~

A. Responsibility of Selection:

- 1. The library professional seeks recommendations and works collaboratively with others in the school community during the selection process.
- 2. Responsibility for final selection rests with professionally trained library personnel using the local school board's adopted selection criteria and procedures.

B. Selection criteria:

- 1. Librarians will ~~also consider~~ ~~creating~~ a collection that reflects diversity of ideas and authors as well as ~~being reflective of~~ ~~reflecting~~ the population that the library serves.
- 2. Gifts and donations will be reviewed following the selection criteria and will be accepted or rejected using ~~the same~~ ~~those~~ criteria.
- 3. The criteria should be a blend of general, specific, and technical to enable library staff to select materials in all subject areas and formats.
- 4. Selection criteria:
 - a. Overall purpose and educational significance;
 - b. Contribution and relevance to the Utah Education Standards and interests of students, including varied interest that reflect religious, ethnic and cultural backgrounds;
 - c. Factual content that is accurate, current, reliable, and authoritative;
 - d. Timeliness and/or permanence;
 - e. Readability and accessibility for intended audience;

- 42 f. Favorable reviews found in standard selection sources;
- 43 g. Artistic quality and literary style;
- 44 h. Age and developmental appropriateness;
- 45 i. Reputation and significance of author, producer, and/or publisher
- 46 j. Variety of format with efforts to incorporate emerging technologies;
- 47 k. Quality and value are commensurate with cost and/or need; and
- 48 l. Legality.

49

50 IV. ~~Responsibility of~~ Communication

51 A. The _____ (LEA) will communicate its material selection and reconsideration policy
52 clearly to patrons.

53 B. The _____ (LEA) will inform parents and staff _____ (how often and by what
54 means) of the following:

- 55 1. Library materials will be maintained consistent with Utah Code 53G-10-102 and with
56 state and federal laws.
- 57 2. Educators will act consistent with R277-217-2, with respect to curriculum and library
58 materials.
- 59 3. Parents and patrons may recommend library materials to the school library by
60 contacting the school librarian/media specialist or designated school administrator.
- 61 4. _____ (LEA) has a sensitive materials review process that is consistent with
62 the law and 53G-10-103.
- 63 5. Parents may apply _____ (timeline—annually, as needed, etc.) to be a member
64 of the school's sensitive materials review process.

65

66 V. Sensitive materials complaints and review process

67 A. _____ (LEA) will make a complaint form available (how) for parents who would like to
68 make a formal complaint about a sensitive material, as defined in Utah Code 53G-10-
69 103, that is maintained by the school library where the parent's child attends.

70 B. All complaints must be submitted in writing and include the name and contact
71 information of the complaint submitter

72 C. The complaint form will provide timelines and designated individuals who will convene a
73 review committee and review individual complaints.

74 D. Schools shall forward all complaints to the LEA within _____ (designate time
75 period).

76 E. If the complaint is about an "instructional material" as defined in Utah Code 53G-10-
77 103(1), the complainant will be referred to _____ (LEA's policy for
78 instructional materials review) and the LEA will not review the material under this
79 policy.

80 F. The process will:

- 81 1. Protect the confidentiality of the complaint submitter, to the extent possible.
- 82 2. Maintain records of complaint review for a minimum of _____ (time period)
83 and make final material review decisions available upon request.

84
85
86
87
88
89
90
91
92
93
94
95
96
97
98
99
100
101
102
103
104
105
106
107
108
109
110
111
112
113
114
115
116
117
118
119
120
121
122
123
124
125
126

- G. Complaint review committee
 - 1. _____ (LEA's) review committee will include:
 - a. Parents of students who attend the school (as determined by LEA and consistent with Utah Code 53G-10-103(3))
 - b. Library media specialists (as determined by LEA)
 - c. School/LEA administrators (as determined by LEA)
 - 2. Committee members will:
 - a. Receive copies of the challenge and the challenged material prior to a committee review meeting.
 - b. Read the challenged material in its entirety prior to the committee meeting.
 - c. Discuss the challenged material based on the LEA selection policy criteria.
 - d. The committee will make a recommendation for the challenged material by majority vote.
 - e. The recommendation may be to retain the material in the school library, not retain the material in the school library, make the material available to students only with parent permission or another recommendation _____ (as determined by the LEA).
 - 3. LEA action:
 - (option 1) a. _____ (LEA) will accept the committee's recommendation as the final decision and act accordingly.
 - (option 2) a. _____ (LEA) will forward the committee's recommendation to the superintendent/school director for a final decision. The superintendent's/director's decision will include a review of the review committee's recommendation and vote and be consistent with the law and this policy.
 - (option 3) a. _____ (LEA) will forward the committee's recommendation to the board for a final decision. The board's decision will include a review of the review committee's recommendation and vote and be consistent with the law and this policy.
 - b. The _____ (final decider) decision is the final administrative decision on the challenged material.
 - c. The committee's recommendation will be communicated to other similar-grade school review committees within the LEA.
 - d. _____ (LEA) will accept complaints for review of the same or reasonably same (e.g. play instead of a novel, or abridgement instead of original work) material once per school year.
- VI. Collection Maintenance and policy review
 - A. The school librarian or designated specialist will inventory the school library collection and equipment _____ (how often).
 - B. The inventory may be used to determine losses and remove damaged or worn materials to be considered for replacement.

127 C. The inventory may also be used to deselect and remove materials that are no longer
128 relevant to the curriculum or of interest to students.

129 D. This policy will be reviewed as needed by _____ (LEA).
130

131 **KEY to color and underlining:

- 132 1. Black print = original policy/USBE
- 133 2. Black underlined = committee changes from April committee meeting
- 134 3. Red = Carol's changes/additions
- 135 4. Red and underlined = significant move within policy

136

137

138