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

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The ~~purpose~~ of this policy is to ensure that the District shall ~~provide~~provides 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. This policy also provides standards for collection development and the selection and evaluation of library materials.~~

**Commented [DA1]:** All changes on this page are recommended by TASB; Administration and General Counsel concur.

**Objectives**  
**Collection Development Policy**

In this policy, "library materials" may include printed and electronic library acquisitions, including online catalogs, and other ancillary or supplementary materials maintained in a campus library. ~~In accordance with state~~

The library collection development standards shall apply to all library materials available for use or display, including material contained in school libraries, classroom libraries, and local guidelines, online catalogs.

In developing library collections, the District shall consider the age groups, grade levels, and support the state and local curriculum. Collections should also provide materials of high interest to encourage student reading access to library material by all students on a campus.

**Responsibility**

The District shall ensure librarians, professional library staff, and other designated professional staff trained on the proper collection development standards select and learning-for-pleasure acquire library materials in accordance with state law and rules, this collection development policy, and administrative procedures.

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.

<p><b>Parental Involvement</b></p>	<p><del>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.</del></p> <p>To support transparency and access for the school community, the District shall establish means for parents and <u>The Superintendent shall develop administrative procedures to ensure that library collections comply with applicable law and the District's collection development purpose and goals.</u></p>
<p><b>Collection Development Goals</b></p>	<p>In addition to the requirements in state law and rules, <del>the public to review holdings, including information about titles and how materials are assessed.</del></p>
<p><b>Protection from Inappropriate Material</b></p>	<p>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).</p> <p>Library materials shall comply with the Children's Internet Protection Act (CIPA), including technology protection measures. [See CQ]</p>
<p><b>Selection</b></p>	<p>To the maximum extent practicable, <u>District's library materials collections shall be chosen in accordance with guidelines adopted by the Texas State Library and Archives Commission.</u> In the selection of library materials, librarians and other professional staff shall ensure that the materials comply with the following when and/or if possible:</p> <ol style="list-style-type: none"><li><del>1. Enrich and support the curriculum, taking into consideration students' varied interests, abilities, learning styles, and maturity levels.</del></li><li><del>2. Stimulate growth in factual knowledge, enjoyment of reading, literary appreciation, aesthetic values, and societal standards.</del></li><li><del>3.1. Develop a balanced collection presenting</del> <u>Present 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].</u></li><li><del>4. Represent many ethnic, religious, and cultural groups and their contributions to the national heritage and world community.</del></li></ol>

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~~5.2.~~ Provide a wide range of background information that will enable students to make intelligent decisions in their daily lives.

~~6. Demonstrate literary merit, quality, value, and significance.~~

~~7. Have received favorable professional library reviews from state and nationally recognized review publications.~~

~~8. Have received state or national awards or are included on recommended reading lists developed by library professionals and educators.~~

~~9. Cover topics, authors, series, or genres that fill gaps in the school library collection.~~

~~10.3.~~ Include accurate and authentic factual content from authoritative sources.

~~11.4.~~ Have a high degree of potential user appeal and interest.

~~12.5.~~ 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.

~~13. Are requested or recommended by stakeholders.~~

~~14.6.~~ Represent diverse viewpoints and cultures appropriate to each campus to ensure the collection embodies the unique background of its student population.

**Commented [DA3]:** All changes on this page are recommended by TASB; Administration and General Counsel concur.

**Parent Consideration**

Selection and  
Evaluation of  
Materials

Library materials shall be selected and acquired in accordance with guidelines adopted by the Texas State Library and Archives Commission and the District standards and priorities expressed in this policy.

When selecting, acquiring, and evaluating library materials, librarians and other professional staff shall ensure that the materials:

1. Enrich and support the TEKS and the state and local curriculum, taking into consideration students' varied interests, maturity levels, abilities, and learning styles.
2. Foster growth in factual knowledge, literary appreciation, aesthetic values, and societal standards.
3. Encourage the enjoyment of reading, foster high-level thinking skills, support personal learning, and encourage discussion based on rational analysis.
4. Represent ethnic, religious, and cultural groups of the state and their contributions to the state, the nation, and the world.

Access Plan

The Superintendent shall ensure that administrative procedures regarding the selection of library materials consider at least two of the following factors:

1. Recommendations from students, parents or guardians, teachers, and District community members.
2. Consultation with District teachers and library staff.
3. Consultation with library staff from other districts.
4. Extensive review of the library material.
5. Context of the library material, including overall fit within the existing collection and support of District curriculum.
6. Reviews of the library material from sources such as professional journals in library science, recognized professional education or content journals with book reviews, national and state award recognition lists, library science field experts, and highly acclaimed author and literacy expert recommendations.
7. Coverage of topics, authors, series, or genres that fill gaps in the school library collection.

**Commented [DA4]:** The following additions are recommended by TASB except where specifically identified as Administration recommended changes. Administration and Legal Counsel concur.

The District shall allow efficient parental access to the District's library and any available online catalogs. Online catalogs can be accessed are available via the District's Parent Portal. Parents may also utilize District technology at their student's home campus to view access online catalogs.

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Online catalogs shall be publicly available. The District shall publish information about library material titles, including how and where material can be accessed.

Each campus shall communicate the following to parents and guardians:

- Access to policies relating to school libraries and library materials;
- Consistent access to library materials and resources; and
- Opportunities for students, parents and guardians, educators, and community members to provide feedback on library materials and services.

Parental Involvement

Parents and guardians are the primary decision makers regarding their student's access to library material. 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 or guardian. Parents and guardians are encouraged to communicate with the campus librarian and their child's teacher about special considerations regarding library materials self-selected by their student.

In accordance with state law and administrative regulations/procedures, parents or guardians may select alternative library materials for their student. [For information on parental rights regarding instructional materials and other instructional resources, see EFB(LEGAL).]

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

A parent of or guardian who wishes to access a District student/school's library shall first submit a request to the principal. The principal or a staff member designated by the principal shall work with the parent or guardian to determine a time to access the library that will not interfere with the delivery of instruction or disrupt student who is 18 years use of age or older library services.

A parent or guardian who wishes to access an online catalog shall have access via the District's parent portal. A parent who wishes to access the online catalog using District technology at their student's home campus shall submit a written request to the principal. The principal or a staff member designated by the principal shall respond to the request in accordance with administrative procedures.

individual employee, or Library materials shall not include "harmful material" as defined by Penal Code 43.24(a)(2); "obscene" material as defined by Penal Code 43.21(a)(1); any library material that is pervasively vulgar or educationally unsuitable as referenced in Board of Education v. Pico; or any other material legally prohibited from inclusion in a public school library. [See EFB(LEGAL)]

Obscene material is not protected by the First Amendment to the United States Constitution.

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

A District resident employee or a parent or guardian of a District student may challenge/request the reconsideration of a library material maintained in the District's library program on the basis

**Commented [DA6]:** The following changes are recommended by TASB except where specifically identified as Administration recommended changes. Administration and Legal Counsel concur.

**Commented [DA7]:** This change is recommended by Administration and General Counsel concur.

**Challenged Resources**

Access Procedures

School Library

Online Catalog

Protection from Inappropriate Material

Reconsideration of Library Material

*Guiding Principles*

~~that the library material fails to meet the standards set forth in this policy.~~

The following principles shall guide the ~~Board and staff in responding review of a request to challenges of reconsider a library materials material:~~

1. ~~A complainant~~ **An individual** 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 ~~or guardian'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 the District may deny access to a ~~child student~~ if requested by the ~~child's student's~~ parent ~~or guardian~~.

~~The major~~ **In addition to compliance with state law and this policy, a 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 in the library material or the personal background of the library material's author or the personal background of the characters in the material.~~**

*Informal Reconsideration*

When the District or a campus receives an objection to the appropriateness of a library material, the appropriate librarian or administrator ~~or~~ **Director of Libraries** shall try to resolve the matter informally. The librarian or administrator shall explain the selection process 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 child in place of the challenged material.~~

~~The librarian or administrator~~ **or Director of Libraries shall offer a concerned parent or guardian an alternative library material to be used by the child in place of the material and, if requested, shall restrict the child's access to the material objected to by the parent or guardian.**

If the ~~complainant individual~~ wishes to make a formal challenge, ~~the administrator~~ **the Director of Libraries** shall ~~provide~~ **make available**

**Commented [DA8]:** The following changes are recommended by TASB except where specifically identified as Administration recommended changes. Administration and Legal Counsel concur.

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**Commented [DA11]:** This change is recommended by Administration.

Formal Request  
for  
Reconsideration

to the ~~complainant individual~~ a copy of this policy and a form to request a formal reconsideration of the library material.

~~A complainant.~~ The District shall make ~~any formal challenge to a form to request reconsideration of library material on the form provided by the District and~~ available in the District's Libraries Services Office, in the District's administrative office.

~~If an employee or a parent or guardian of a District student wishes to request reconsideration of a library material, they shall follow the procedures to complete and submit the completed and signed request for reconsideration form to.~~

~~After a request for reconsideration form is submitted, the director of library materials. Upon receipt of form shall be provided to the form, Superintendent or Superintendent's designee. Copies of the director of library materials form shall be provided to the school librarian, the Board, and any other staff designated in administrative procedures.~~

Reconsideration  
Committee

For purposes of this policy, "days" shall mean District business days, unless otherwise noted.

~~The principal shall appoint a reconsideration committee and notify committee members within 40 15 days of receiving the request for reconsideration form.~~

The reconsideration committee shall include the librarian and at least one member of the instructional staff who ~~has experience selecting appropriate library materials for student use or is familiar with the challenged material's content.~~ Other members of the committee may include District-level staff, secondary-level students, parents or guardians, and any other appropriate individuals ~~as determined and designated by the director of library materials.~~

~~Within 40 15 days of appointment of the committee the District shall provide members of the committee the relevant materials to review. If additional time is required to obtain and distribute the materials for review, all members of the committee shall be informed that a reasonable extension of time is needed.~~

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 included available in the library collection.~~ The committee shall prepare a written report of its findings.

**Commented [DA12]:** The following changes are recommended by TASB except where specifically identified as Administration recommended changes. Administration and Legal Counsel concur.

**Commented [DA13]:** This change is recommended by Administration.

**Commented [DA14]:** This change is recommended by Administration.

**Commented [DA15]:** This change is recommended by Administration.

**Commented [DA16]:** This change is recommended by Administration.

Absent extenuating circumstances, the written report shall be provided to the administration within 60 days of the District providing the material to the committee members. In calculating timelines under this policy, the day the committee is provided the materials is "day zero." The following business day is "day one."

Extensions of time due to extenuating circumstances shall take into consideration the time necessary to convene the committee members, the amount of material being reviewed, and any other pending reconsideration requests being handled by the committee.

An extension of any deadline shall be promptly communicated to the individual who submitted the request for reconsideration.

The Superintendent, the school librarian, the individual submitting the request for reconsideration, and any other appropriate administrators, and the complainant shall receive ~~copies~~ a copy of the committee's report.

*Frequency of Review*

~~After a library material has been reviewed through formal reconsideration, it shall not be reviewed again until it is evaluated in the regular maintenance of the library collection. [See Maintenance of Library Materials, below.]~~

*Appeal*

~~The complainant~~An individual who submitted a request for reconsideration may appeal the decision of the reconsideration committee in accordance with appropriate complaint policies, starting at the ~~appropriate level.~~ immediately preceding Board consideration of a complaint. [See DGBA, FNG, and GFFNG]

*Frequency of Review*

After a library material has been reviewed through the reconsideration process, it shall not be reviewed again within two calendar years of the reconsideration committee's final decision.

**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 and District administrative procedures, 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]

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Pasadena ISD  
101917

INSTRUCTIONAL RESOURCES  
LIBRARY MATERIALS

EFB  
(LOCAL)

Gifts and Donations

The District shall accept gifts and donations of library materials 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]

Policy Review

This policy shall be reviewed at least every three years and revised as necessary.

**Commented [DA18]:** This addition is recommended by TASB; Administration and General Counsel concur.