

Library Materials

The Lakeland Joint School District recognizes the importance of the school library and assumes the responsibility for providing the library facilities, instructional materials, and equipment needed to support the entire curriculum of the schools. It shall be the policy of the Lakeland Joint School District Board of Trustees to:

1. Maintain a comprehensive, district-wide school library program.
2. Recognize the instructional and administrative functions of the school librarian and support his/her leadership role in the administration of the school library and the selection of materials therein.
3. Entrust the school librarian with the responsibility for building and maintaining collection of materials that adhere to District guidelines and policies. Materials will be selected to provide for the interest and needs of the entire school population. Selection will be carried out according to administratively adopted guidelines for the review and selection of library materials.
4. Support collaboration between the school librarians and other librarians in the community for the fullest utilization of all available information resources.
5. Entrust the school librarian to receive and process requests from students, parents, custodians, legal guardians of a student, or district resident for review of any library materials, provided that the request is submitted by completing a Library Material Review Form. The material in question will be reviewed by the librarian, the principal, and the Superintendent for a determination of its educational value. If the question remains unresolved, the Superintendent shall present the findings to the Board for final disposition. Final determination of the reviewed material will be provided to the requestor within sixty days.
6. Entrust the school librarian to receive and process requests from students, parents, custodians, or legal guardians of a student challenging any library materials under Idaho Code § 18-1517(B), provided that the request is submitted by completing a Library/Curriculum Challenge Review Form under Idaho Code § 18-1517(B). The challenged material will be given to the library review committee within thirty days. The committee will then read the book and provide a final report to the school board for its final decision. This process will be completed within sixty days of receiving the challenge review form.

Pursuant to State law, the Board has the duty and responsibility to equip and maintain a suitable library and shall follow all state laws and administrative rules.

School library materials may include, but are not limited to print books, recordings, digital materials, periodicals, newspapers, and equipment and are provided primarily for use by students and staff and may be checked out by either. Individuals who check out books are responsible for the care and timely return of those materials. The librarian may assess fines for late, damaged, or unreturned books.

District residents or parents/guardians of students attending the District may be allowed access to library books at the discretion of the building principal. However, such access shall not interfere with regular school use of those books.

All students are required to have on file a signed option form regarding library materials. The option form must be completed and signed by the parent or guardian of the student prior to any material being checked out. The option form is part of the fall registration process and must be completed annually.

Cross Reference:	2140	Student and Family Privacy Rights
	2500F	Request for Review & Reconsideration of Learning Materials
	2500F1	Objection Form for School or Classroom Library Materials
	2500F2	Library/Curriculum Challenge Review Form
	2510 & 2510P	Selection of Library Materials
	2520	Selection, Adoption, and Weeding of Curricular Materials
	2530	Learning Materials Review & Reconsideration
	3570	Student Records
	3575	Student Data Privacy and Security
	2530	Learning Materials Review
	2530F	Request for Review and Reconsideration of Library Materials
Legal Reference:	IC § 18-1517(B)	Children’s School and Library Protection
	IC § 33-512	District Trustees - Governance of Schools
Other References:	Idaho Commission for Libraries website: https://libraries.idaho.gov/	
	Access to Resources and Services in the School Library by The American Library Association	
	Library Bill of Rights by The American Library Association	

Policy History:

Adopted on: August 13, 2007

Revised on:

Prior Policy: VII(J) – School Library Program

INSTRUCTION

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The Lakeland Joint School District recognizes the importance of the school library and assumes the responsibility for providing the library facilities, instructional materials, and equipment needed to support the entire curriculum of the schools. It shall be the policy of the Lakeland Joint School District Board of Trustees to:

1. Maintain a comprehensive, district-wide school library program.
2. Recognize the instructional and administrative functions of the school librarian and support his/her leadership role in the administration of the school library and the selection of materials therein.
3. ~~Charge~~ **Entrust** the school librarian~~y~~ with the responsibility for building and maintaining an ~~adequate and viable~~ collection of ~~age-appropriate~~ materials **that adhere to District guidelines and policies**. ~~Since~~ **Materials are** will be selected to provide for the interest and needs of the entire school population. ~~they shall be selected cooperatively by the principal, the teachers and the librarian, with the approval of the Superintendent and the Board.~~ Selection will be carried out ~~with the aid of recognized authoritative critical review sources and~~ according to administratively adopted guidelines for the review and selection of library materials.
4. ~~Encourage cooperation~~ **Support collaboration** between the school librarians and other librarians in the community for the fullest utilization of all available information resources.
5. ~~Charge~~ **Entrust** the school librarian to receive and process requests from **students, parents, custodians, legal guardians of a student, or district resident school patrons** for review of any library materials, provided that the request is submitted **by completing a Library Material Review** ~~established written Form~~. The material in question will ~~then~~ be reviewed by the librarian, the principal, and the Superintendent for a determination of its educational value. If the question remains unresolved, the Superintendent shall present the findings to the Board for final disposition. **Final determination of the reviewed material will be provided to the requestor within sixty days.**
6. ~~Entrust~~ the school librarian to receive and process requests from ~~students, parents, custodians, or legal guardians of a student or district resident school patrons~~ **challenging any library materials pursuant to Idaho Code § 18-1517(B)**, provided that the request is submitted **by completing a Library Material Review** ~~established written Form~~. ~~The challenged material in question will be physically removed from the library circulation within thirty (30) days. then be reviewed by The Library Review Committee will read the material and present its recommendation to the Superintendent. Final disposition will rest with the Board.~~ **Entrust the school librarian to receive and process requests from students, parents, custodians, or legal guardians of a student challenging**

any library materials under Idaho Code § 18-1517(B), provided that the request is submitted by completing a Library/Curriculum Challenge Review Form under Idaho Code § 18-1517(B). The challenged material will be given to the library review committee within thirty days. The committee will then read the book and provide a final report to the school board for its final decision. This process will be completed within sixty days of receiving the challenge review form.

~~The school library is a principal location for students to inquire, to study and evaluate, and to gain new maturity and understanding. The District has the authority granted discretion to regulate education and has the authority to determine the contents selection of the library collection. However, the Board also recognizes students' First Amendment constitutional rights. The school libraries of this District are guided by the principles set forth in the Library Bill of Rights.~~

~~Additionally, the District's school libraries adhere to all applicable District policies and procedures pertaining to student privacy and compliance with the Family Educational Rights & Privacy Act (FERPA) when it comes to records of materials checked out by students and any other student records. Pursuant to State law, the Board has the duty and responsibility to equip and maintain a suitable library and shall follow all state laws and administrative rules. to exclude therefrom all books, tracts, papers, and catechisms of a sectarian nature.~~

School library ~~and classroom library~~ books materials may include, but are not limited to print books, recordings, digital materials, periodicals, newspapers, and equipment and are provided primarily for use by District students and staff. ~~Library books~~ and may be checked out by either students or staff. Individuals who check out books are responsible for the care and timely return of those materials. The librarian ~~building principal~~ may assess fines for late, damaged, or unreturned books.

District residents or parents/guardians of ~~non-resident~~ students attending the District may be allowed access to ~~use of~~ library books at the discretion of the building principal. However, such access shall not interfere with regular school use of those books. ~~Use of the library books outside of the District is prohibited except for inter-library loan agreements with other libraries.~~

All students are required to have on file a signed option form regarding library materials. The option form must be completed and signed by the parent or guardian of the student prior to any material being checked out. The option form is part of the fall registration process and must be completed annually.

~~Any student, parent, custodian, legal guardian of a student, or a district resident individual may challenge the selection of materials within for the library by completing a Library Material Review Form and submitting it to the school librarian. The material in question will be reviewed by the Library Review Committee who will present its recommendation regarding the library material to the Board for review and/or approval. /media center. The Uniform Grievance Procedure shall be utilized to determine if the challenged material is properly located in the library.~~

Cross Reference:	2140	Student and Family Privacy Rights
	2500F1	
	2500F2	
	2500F3	
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	2530	Learning Materials Review & Reconsideration
	3570	Student Records
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	2530F	Request for Review and Reconsideration of Library Materials
	4120	Uniform Grievance
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