

MATERIALS ACQUISITION ADMINISTRATIVE PROCEDURES



Southwest ISD
Library
Services

2025-2026



Southwest ISD Libraries



Materials Acquisition Administrative Procedures

(Aligned with Southwest ISD Policy EFB(LOCAL))

Mission & Goals

The mission of Southwest ISD Libraries is to help students become lifelong learners and responsible citizens by giving them strong learning experiences that build the skills they need to succeed.

To achieve this mission, collection development goals are to:

- Present multiple viewpoints, including on controversial issues.
- Provide accurate, authentic, and current resources.
- Ensure representation of diverse cultural, linguistic, ethnic, and ability groups at the campus, state, national, and global level.
- Support the Texas Essential Knowledge and Skills (TEKS) and district instructional priorities.
- Promote lifelong literacy, reading enjoyment, and critical thinking.
- Offer a global perspective that promotes equity of access across print, digital, and multimedia formats.
- Maintain equitable access for all students through both physical and online catalogs.

Scope of Materials Acquisition Procedures

These procedures apply to all library materials maintained by the District, including:

- Campus libraries,
- Classroom libraries,
- Online catalogs and mobile applications,
- Any other catalog a student may access.

Responsibilities

- A SBEC-certified librarian leads the selection, management, and evaluation of each campus collection.
- Librarians and professional staff receive training and updates on collection development standards in compliance with law and board policy.
- The librarian consults with teachers, administrators, parents/guardians, students, and district library staff as appropriate.
- The Superintendent ensures administrative procedures align with policy, and the Board of Trustees provides final approval of procurement and donation lists.

Selection & Evaluation Criteria

When selecting resources, librarians and professional staff shall ensure materials:

1. Enrich and support TEKS and curriculum, considering varied student interests, maturity levels, abilities, and learning styles.
2. Foster growth in factual knowledge, literary appreciation, aesthetic values, and societal standards.
3. Encourage enjoyment of reading, inquiry, and high-level thinking skills.
4. Represent the ethnic, religious, and cultural groups of the state and their contributions to the state, nation, and world.
5. Receive positive reviews in at least two professional sources (e.g., School Library Journal, Booklist, Kirkus).
 - If reviews are unavailable, materials may be selected based on publisher reputation, curricular fit, popularity, or author expertise.
6. Address gaps in the collection by subject, author, series, genre, or format.

At least two of the following factors must be considered during evaluation:

- Recommendations from students, parents, teachers, or district residents.
- Consultation with district teachers or library staff.
- Consultation with library staff from other districts.
- Extensive review of the material.
- Context of the material, including curricular alignment and collection fit.
- Professional reviews, awards, or expert recommendations.

Acquisition & Approval

- Librarians recommend materials in consultation with staff, students, and community members.
- Lists must be posted publicly at least 30 days prior to Board action.
- The Superintendent/Library Coordinator compiles lists of recommended and donated materials for Board review.
- Board members may propose changes before voting to approve or reject procurement and donation lists.

Weeding & Maintenance

- Collections are regularly evaluated; materials are removed if outdated, inaccurate, damaged, irrelevant, or superseded.
- Annual inventories are required for accountability.
- The Superintendent/Library Coordinator ensures district-wide procedures for repair, replacement, and systematic removal.
- Withdrawn items are disposed of in accordance with district policy.

Intellectual Freedom & Protection from Inappropriate Material

- No materials are excluded solely because of the ideas expressed, or because of the author's or characters' backgrounds.
- Materials shall not include:
 - Obscene material (Texas Penal Code §43.21),
 - Harmful material (Texas Penal Code §43.24),
 - Pervasively vulgar or educationally unsuitable content,
 - Indecent or profane content,
 - Any QR code, link, or referral to prohibited websites.
- All collections comply with the Children's Internet Protection Act (CIPA).
- The district affirms the Library Bill of Rights and Freedom to Read Statement, within the bounds of law and policy.
- Standards are informed by Board of Education v. Pico (1982) regarding educational suitability.

Parental Rights Regarding Access to Library Materials

- Each campus maintains a publicly accessible online catalog.
- Parents/guardians are informed of library policies and may:
 - Review their child's current and past checkouts,
 - Submit in writing (in multiple methods allowed by law) a list of materials their child may not check out,
 - Request alternative library materials,
 - Request access to campus libraries or catalogs by submitting a written request to the principal.
- Access requests must be scheduled in a way that does not disrupt instruction or library use by students.
- Students may self-select library materials, with guidance from staff as needed, but final appropriateness decisions rest with students and families.

Library Material Challenge or Appeal Regarding Library Materials

- Challenges may be initiated by a parent/guardian, district employee, or resident.
- Access to challenged materials shall be restricted during review.
- Informal resolution is encouraged with the librarian or administrator, who may offer alternatives and restrict a child's access at the parent's request.
- If unresolved, the individual may submit the district's Request for Reconsideration Form created by TEA.
- A Reconsideration Committee is appointed within 10 business days, including at minimum:
 - The librarian, Principal,
 - One instructional staff member familiar with the material,
 - Additional members such as district staff, parents/guardians, or secondary students, as appropriate.
- Committee members review the material in full and prepare a written report within 60 business days (extensions may be granted with notice).
- Meetings must comply with Ed. Code 33.025(g)–(h), including minutes and recordings.
- The Superintendent, librarian, committee members, Board, and complainant receive the written decision.

Appeals

- Individuals may appeal through district complaint policies [DGBA, FNG].
- The Board considers appeals in line with Ed. Code 33.027(f).

Frequency of Review

- Materials may not be reconsidered again within two calendar years of the committee's final decision, unless new circumstances arise.

Removal of Materials

- If a material is removed, all copies must also be withdrawn from classroom libraries at the applicable grade level.

Donations

- Donations are evaluated using the same criteria as purchased materials.
- Once accepted, donated materials become district property, with use and disposition governed by policy and collection needs.

Policy & Procedures Review

- This document will be reviewed at least every three years, or sooner if district policy revisions require updates.

Appendix A: Classroom Library Guidance for Teachers

(Aligned with Board Policy EFB(LOCAL))

Classroom Library Guidance for Teachers

Classroom libraries are an important extension of our district library program. To ensure compliance with state law and board policy, classroom collections must follow the same standards as campus libraries.

Requirements for Classroom Libraries

- All classroom library books are considered 'library materials' under EFB(LOCAL).
- Materials must not include obscene, harmful, pervasively vulgar, or educationally unsuitable content.
- Books should reflect multiple viewpoints, accurate information, and diverse cultures and experiences.
- Classroom library holdings are part of the public record through the campus catalog process.
- Parents may request that their child not access specific titles.

How to Review Your Classroom Library

- Scan for Compliance –Is it in the library catalog?
 - Remove outdated, damaged, or irrelevant books; check age-appropriateness.
- Check for Diversity & Balance – Ensure a range of cultures, perspectives, and genres.
- Confirm Content Standards – No obscene or harmful content (Texas Penal Code §§43.21 & 43.24); no QR codes/links to prohibited websites.
- Record Your Collection – Provide a copy of your classroom library list to your campus librarian.

How to Get There

- Partner with your campus librarian for reviewing, cataloging, and filling gaps.
- Use professional reviews (School Library Journal, Booklist, Kirkus, etc.) to guide selections.
- Plan for weeding: review your classroom library at least once a year.
- Ask for support: District Library Services can provide tools, checklists, and training.

Quick Checklist

- ☐ My classroom library is cataloged.
- ☐ All titles meet district standards (no obscene or harmful content).
- ☐ I have a balance of perspectives and diversity represented.
- ☐ Parents know how to request restrictions if needed.

Remember: You are not alone in this process. Campus librarians and Library Services are here to support you every step of the way.

Appendix B: Library Materials Challenge Form

(see next page)



Library Materials Challenge Form

Under Texas Education Code (TEC) §33.027, a parent, district employee, or person residing in a school district may submit a written challenge to any library material in a school's library catalog. To submit a written challenge, an eligible individual must complete and submit the Library Materials Challenge Form. In accordance with TEC §33.027, an individual completing the form must identify how the challenged library material violates library standards adopted by the Texas State Library and Archive Commission (TSLAC).

Upon receipt of a Library Materials Challenge Form:

- The district must submit a copy of the form to Challenge Committee, no later than the 5th day after the written challenge is received.
- The district's school board must make a recommendation for action no later than the 90th day after the board receives the challenge.
- A school district must prohibit student access to challenged library material until the district takes action in response to the challenge.

An individual may submit an appeal to the board of trustees regarding a district's response to a written challenge. The board must take action on an appeal at the first open meeting held after the appeal is filed.

Name: _____ **Date:** _____

Email: _____ **Phone:** _____

Street Address: _____

City: _____ **State:** _____ **Zip Code:** _____

District/Charter School: _____

Campus: _____

Select all the following that apply:

- ☐ Parent/guardian of student enrolled in the district
- ☐ District employee
- ☐ District resident

Library Materials Challenge Form Instructions

1. Part I: Enter the title of the text, author, ISBN (if known), and how the challenged library material violates the district's standards.
2. Part II: Follow the school district's instructions for submitting the Library Materials Challenge Form.

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Part I: In the space below or in a separate attachment, provide the title of the text, author, ISBN (if known), and how the challenged library material violates the TSLAC standards. If submitting a separate attachment, please indicate below that there is an attachment.

Part II: Submitting the Library Materials Challenge Form

To submit a completed Library Materials Challenge Form, parents or guardians may:

1. *Email the completed form to LibraryServices@swisd.net*
 - a. *– Include the subject line: Library Materials Challenge – [Campus Name]*
2. *Deliver the printed form to the campus principal , who will forward it to the district’s Library Services Coordinator.*

The district will acknowledge receipt within 10 business days and follow procedures outlined in Board Policy EFB(LOCAL) for review and resolution.