

6032

Selection and Review of Library Media

The board approves curriculum and curriculum-related materials for Teachwell with input from administrators and staff. Those processes are covered in other board policies. Staff members seeking to procure materials for use during instruction must follow board policy, practices, and directives. Those items are not covered by this policy.

Teachwell procures library books and other media available to students that are not part of a specific class or curriculum. For purposes of this policy, those will be called library materials. This policy addresses the selection and review of library materials, regardless of their source. This policy applies regardless of whether library materials are purchased using district funds, donated, or shared at no cost to Teachwell.

Protection from Obscenity. Teachwell's internet service provider has implemented filters which limit obscene materials from access by users. Further, the Board has implemented the following selection and review processes to limit potential obscene materials that could be located in hard copy format in school libraries.

No Right to Materials. The board supports having excellent educational opportunities for students, including availability of library materials used to enrich the educational experience. However, the board and administration are responsible for considering materials based on a variety of factors and legal obligations. There is no right to force any material to be included or excluded. Staff requesting library materials do so only within the course and scope of their employment with Teachwell.

Selection Process. The selection and approval of new library materials must comply with Teachwell's general requisition, donation, and budgeting requirements. To ensure materials selected are appropriate for Teachwell's students and consistent with Teachwell's legal obligations, the following process applies to selection of library materials.

The school librarian, media specialist, or any individual requesting library materials is responsible for submitting the request in writing to the building principal or to Director if there is no principal assigned to the building. The request must include the following

1. Name of the book, material, or resource;
2. The author, publisher, and supplier of the material;

3. The physical medium (*i.e.*, book, magazine, video, game, digital subscription, etc.);
4. The cost of the material;
5. A summary of the content of the material, including how it supports age-appropriate learning objectives, enriches the curriculum, and/or supports student development and learning;
6. The material's accolades, such as presence on best seller lists, awards won, and recommendations from professional library journals and organizations with a focus on K-12 school library materials; and
7. Whether any of the content in the material represents a perspective that may not be universal, such as a political, religious, or social perspective for which disagreement or differences of opinion exist. The summary should include a description of these items.

The building principal or Director will review the library material request and inform the requester whether the material will be accepted or denied. Materials which require expenditure of district funds will be processed consistently with Teachwell's purchasing and procurement policies and practices.

Board Appeal. The determination made by the director may be appealed to the board within five business days by written notice to the chairperson of the board. Failure to provide such timely notice will disallow the appeal.

The appeal must be submitted in writing and the board will consider the written appeal at its next regularly scheduled board meeting. The Board may consult with legal counsel regarding its decision. The individual making the request is entitled to speak during public comment regarding their appeal. The Board will announce its decision regarding the material in open session.

Requested Review of Library Materials. A concerned parent of a current student or patron living within the school district boundaries may request the review of a specific library material (*i.e.*, a specific book, magazine, etc.) or portion of a specific library material. The parent or patron must first discuss their concern with the building principal and explain their concern regarding the library material. If there is no principal assigned to that building, the parent or patron should discuss their concern with the Director. The board believes most concerns will be resolved in this manner.

If the parent or patron is dissatisfied after the informal review and discussion with the relevant administrator, they may request a review in writing. To

request a review, the individual must complete the Library Material Review Request form and submit it to the Director.

The Director will review the request within a reasonable time after receiving it. The Director may consult with the school's librarian or media specialist, staff, and legal counsel at his or her discretion. The Director may decide to remove the material, keep the material, restrict access to the material to students based on age or grade level, or make any other determination the Director deems appropriate. The Director's decision regarding the review will be communicated to the requester in writing.

Board Appeal. The determination made by the director may be appealed to the board within five business days by written notice to the chairperson of the board. Failure to provide such timely notice will disallow the appeal.

The appeal must be submitted in writing and the board will consider the written appeal at its next regularly scheduled board meeting. The Board may consult with legal counsel regarding its decision. The individual making the request is entitled to speak during public comment regarding their appeal. The Board will announce its decision regarding the material in open session.

Additional Rules for Library Media Review. The following rules will apply to the entire review procedure:

- This review procedure is limited to children enrolled in Teachwell and to parents of students enrolled at Teachwell.
- Unless the Director decides otherwise, the library material will remain in circulation while a review is pending.
- Unless otherwise required by law, no library material will be reviewed again within 5 years after a requested review is completed.
- This policy can only be used by an individual once a year.
- Any parent or patron requesting review of multiple library materials may only request a maximum of 5 materials to be reviewed at one time, and a new request cannot be submitted until the prior review is completed and notice of the determination is provided to the requesting party.
- Nothing in this policy prohibits the Director or their designee from reviewing library material outside of the review process contained in this policy and taking any action the Director or their designee deems appropriate.

Adopted on: 7/16/2024

Revised on: 7/22/2025