



SECTION I: POLICY—IJL— LIBRARY MEDIA SELECTION AND REVIEW

	<i>DISTRICT CODE:</i> IJL	<i>ADOPTED:</i> 10.18.05
	<i>RESCINDS:</i> AA440	<i>ADOPTED:</i> 10.18.05

BOARD POLICY

1. The Policy of the Board of Education is to assure every student access to a library media center that offers a variety of materials to support classroom instruction, provides opportunities for research, and meets differing educational and recreational needs and interests. Students shall be encouraged to use library media materials to expand their knowledge, understanding, appreciation, and enjoyment of the world in which they live.
2. *The First Amendment of the United States Constitution* guides the Canyons School District library media centers in both selection of materials and review of challenged materials. The *First Amendment* states: "Congress shall make no law respecting an establishment of religion, or prohibiting the free exercise thereof; or abridging the freedom of speech or of the press..."
3. The Board delegates responsibility for developing regulations for administering this policy to the District Administration.

	<i>DISTRICT CODE:</i> IJL—R	<i>APPROVED:</i> 10.18.05
--	--------------------------------	------------------------------

ADMINISTRATIVE REGULATION—IJL—R: (Regulations)

The Library Media Selection and Review policy shall be administered according to the following regulations:

1. Selection of library media materials shall be based on a combination of five or more of the following criteria:
 - 1.1. Educational significance
 - 1.2. Contribution to the curriculum
 - 1.3. Validity, currency and appropriateness
 - 1.4. Accuracy, timeliness and permanence
 - 1.5. Favorable reviews found in standard selection sources
 - 1.6. Potential appeal and interest
 - 1.7. Artistic quality and literary style
 - 1.8. Reputation and significance of author, producer, publisher
 - 1.9. Value commensurate with cost and/or need
 - 1.10. Uniqueness, diversity and /or heritage of the state, region or group
 - 1.11. Support of second language learners
 - 1.12. Support of special needs students
 - 1.13. Favorable recommendations from professional personnel
2. The professional library media specialist assigned to the school and the school principal, working in cooperation with staff members, shall be responsible for the



selection of materials for school library media centers. Note: A library media specialist holds either a master's degree or an endorsement in library media science and is qualified to make selections in a responsible and professional manner.

3. The Director of Educational Technology working in cooperation with library media specialists, teachers and staff, shall be responsible for the selection of materials for the District Instructional Media Center.
4. Although it is not possible for a library media specialist to read all library media center collection items, including but not limited to books, reference sources, magazines and other media materials, the specialist might read many of the items; and others may be read by teachers, administrators or staff members in the school.
 - 4.1. Most items are evaluated based on credible reviews from professional publications, professional recommendations, award recipients and other professional sources.
5. Library media specialists, with possible assistance from teachers, administrators and/or authorized staff members, shall review all purchased and donated materials prior to placement in the school library media centers or the District Instructional Media Center according to the criteria listed in IJL-R.1 and the parameters explained in IJL-R.4. If an item does not meet a combination of the criteria, it will not be added to the collection.
6. Library materials are available on a self-selection basis. The library media specialist, library media assistants, teachers or staff members may assist in locating needed library media materials.
 - 6.1. Reading lists are available from many sources, including, but not limited to, professional journals, student book clubs, reading associations, teachers, library media specialists, commercial companies and other sources. These lists are not approved by the library media specialist, school administration or district personnel.
 - 6.2. Approval of selection lists used as part of a curriculum activity/assignment is addressed in **Policy AA424: Literature Selection and Review**.
 - 6.3. Shared responsibility for the reading, listening and viewing of library media materials and accessing internet resources by children rests with their parents/guardians, the library media specialist and school staff members. The parents/guardians are invited to consult with the library media specialist to find materials they feel are appropriate for their children.

DISTRICT CODE:
IJL—R-1

APPROVED:
10.18.05

ADMINISTRATIVE REGULATION—IJL—R-1: (School Level – Reconsideration of Challenged Library Media Materials)

1. Each school shall organize a Library Media Review Committee for the purpose of reviewing library media materials whose appropriateness is challenged.
 - 1.1. Elementary committee membership shall include the school principal, who will chair the committee, the assigned library media specialist and the two teachers



- and three parents/guardians serving on the corresponding local Literature Selection and Review Committee (see **Policy AA424**).
- 1.2. Secondary committee membership shall include a school administrator, who will chair the committee, the school library media specialist and the teacher and two parents/guardians serving on the corresponding local Literature Selection and Review Committee (see **Policy AA424**).
 2. Challenges to local school library media materials shall be submitted in writing to the local school principal on a Request for Reconsideration of Library Media Materials form. Forms are available at the District Office and the Canyons School District Web site at www.canyonsdistrict.org.
 3. The principal/school administrator, as chair of the local school committee, shall call a committee meeting to review a submitted Request for Reconsideration of Library Materials. Each committee member shall receive a copy of the challenge and the challenged material prior to the meeting. Committee members shall read the challenged material prior to the committee meeting.
 4. The local school committee as a whole shall discuss the challenged material based on the selection guidelines listed in IJL-R.1 of this policy and the written challenge. The local school committee shall determine by majority vote the disposition of the challenged material. Options shall include:
 - 4.1. If the challenged material meets appropriate selection criteria, it shall remain in the collection for full circulation.
 - 4.2. If the challenged material does not meet appropriate selection criteria, the committee shall submit to the District Library Media Review Committee a recommendation to restrict access to the challenged material in the school media center. This recommendation shall include the specific restriction requested and supporting reasons for the restriction.
 5. The local school principal shall send a letter to the challenger explaining the decision of the committee and the challenger's option to appeal to the District Library Review Committee. A copy of the letter and all supporting documents and information shall be sent to the Director of Instructional Support Services and the school's K-16 Director.

DISTRICT CODE:
IJL—R-2

APPROVED:
10.18.05

ADMINISTRATIVE REGULATION—IJL—R-2: (District Level – Reconsideration of Challenged Library Media Materials)

1. The District Library Media Review Committee shall serve as the appeals board on issues related to library media materials not satisfactorily resolved at the local school. A District Library Media Review Committee shall be organized and shall include the Director of Instructional Support Services, who will chair the committee, and the following individuals from the level corresponding with the challenge but not from the school submitting the challenge: a school administrator, a library media specialist, two



teachers and three parents/guardians serving on the District Literature Selection and Review Committee (see **Policy AA424**).

2. Material may be referred to the District Library Media Review Committee in writing through the Director of Instructional Support Services as follows:
 - 2.1. The local school Library Media Review Committee shall submit challenged material with a recommendation to restrict access to the material in the school media center, including the specific restriction requested and supporting reasons for the restriction. The school must submit a copy of the original Request for Reconsideration of Library Media Materials form, a copy of the principal's letter to the challenger, any additional information used in the school committee's decision and the challenged material to be reviewed.
 - 2.2. If a challenger is not satisfied with a Local Library Media Review Committee decision, the challenger may appeal the decision to the District Library Media Review Committee. The challenger must submit a written request for review, a copy of the original Request for Reconsideration of Library Media Materials form and a copy of the principal's letter to the challenger. The school must submit the challenged material to be reviewed.
3. The director, as chair of the district committee, shall call a committee meeting to review the appeal from the local school level. Each committee member shall receive a copy of the challenge and the challenged material prior to the meeting. Committee members shall read the challenged material prior to the committee meeting.
4. The district committee as a whole shall discuss the challenged material based on the selection guidelines listed in IJL-R.1 of this policy and the written challenge and determine by majority vote the disposition of the challenged material. Options shall include:
 - 4.1. If the challenged material meets appropriate selection criteria, it shall remain in the collection for full circulation.
 - 4.2. If the challenged material does not meet appropriate selection criteria, the committee shall restrict access to the challenged material in the local school media center. Restrictions may include restricting access to students whose parents/guardians grant written permission; restricting access to specified grade levels; restricting access to adults and/or restricting access in a manner deemed appropriate by the District Library Media Review Committee.
5. The Director of Educational Technology shall send a letter to the challenger and the local school principal explaining the decision of the committee and the challenger's option to appeal to the Board of Education. A copy of the letter and all supporting documents and information shall be sent to the school's area executive director.
6. If a challenger is not satisfied with the District Library Media Review Committee decision, the challenger may appeal the decision to the Board of Education. The Board, at its discretion, may review the challenged material and either affirm or change the decision of the District Library Media Review Committee.



DISTRICT CODE:
IJL—R-3

APPROVED:
10.18.05

ADMINISTRATIVE REGULATION—IJL—R-3: (District Instructional Media Center – Reconsideration of Challenged Library Media Materials)

1. A District Instructional Media Review Committee shall be organized and shall include the Director of Instructional Support Services, who will chair the committee, an appropriate curriculum area consultant and the following individuals from the level corresponding with the level of the challenged material but not from the school area of the individual submitting the challenge: a school administrator, a library media specialist and two teachers and three parents/guardians serving on the District Literature Selection and Review Committee (see Policy AA424).
2. Challenges to District Instructional Media Center materials shall be submitted in writing to the Director of Instructional Support Services on a Request for Reconsideration of Library Media Materials form. Forms are available at the District Office and the Canyons School District Web site at www.Canyonsdistrict.org.
3. The director, as chair of the committee, shall call a committee meeting to review the appeal. Each committee member shall view the challenged material prior to or during the committee meeting.
4. The district committee as a whole shall discuss the challenged material based on the selection guidelines listed in IJL-R.1 of this policy and the written challenge and determine by majority vote its disposition. Options shall include:
 - 4.1. If the challenged material meets appropriate selection criteria, it shall remain in the collection for full circulation.
 - 4.2. If the challenged material does not meet appropriate selection criteria, the committee shall restrict access to the material in the District Instructional Media Center in a manner deemed appropriate by the District Instructional Media Review Committee.
5. The Director of Instructional Support Services shall send a letter to the challenger explaining the decision of the committee and the challenger’s option to appeal to the Board of Education.
6. If a challenger is not satisfied with the District Instructional Media Review Committee’s decision, the challenger may appeal the decision to the Board of Education. The Board, at its discretion, may review the challenged materials and either affirm or reverse the decision of the District Instructional Media Review Committee.

EXHIBITS

None

REFERENCES

None

FORMS

None



CANYONS
School District
*"Celebrating the Highest
Standards of Educational Excellence"*

**CANYONS SCHOOL DISTRICT
POLICY MANUAL**

CANYONS BOARD OF EDUCATION

This online presentation is an electronic representation of the Canyons School District's currently adopted policy manual. It does not reflect updating activities in progress. The official, authoritative manual is available for inspection in the office of the Superintendent located at 9150 South 500 West Sandy, UT 84070.