

Draft University Schools Library Selection/Reconsideration Policy

1. University Schools Library Mission and Goals
2. Policy Availability
3. Support for Intellectual Freedom
4. Selection Procedure
 - a. Objectives
 - b. Responsibility for Selection
 - c. Selection Criteria
 - i. Reviewing Sources
 - d. Acquisition Procedures
 - e. Selecting Materials on Controversial Topics
 - f. Gifts and Donations
 - g. Collection Maintenance and Weeding
5. Reconsideration of Library Resources
 - a. Statement of Policy
 - b. Guiding Principles for Reconsideration
 - c. Informal Complaints
 - d. Formal Complaints
 - e. Reconsideration Committee Guidelines
6. Protection of Library Staff

University Schools Library Mission and Goals

The mission of the University Schools Library program is to prepare students to become literate, lifelong learners through effective training in practice of the gathering and use of information.

To become effective users of information, students will:

- Be encouraged to enjoy reading and to appreciate literature through group instruction and individual guidance,
- Have free and equal access to diverse materials that meet intellectual, curricular and recreational needs,
- Gain competence in acquiring and using information resources as well as learn how to evaluate information resources,
- Practice skills through lessons that have been developed through collaboration by media specialists and teachers.

The goals of the University Schools Library program include the:

- Implementation of the University Schools Library mission statement
- Support of the K-12 curriculum
- Provision of relevant and current resources
- Promotion of the mission statement of University Schools to include preparing students emotionally and educationally for learning, leading, and caring citizenship in their academic, social and civic communities.

Policy Availability

This policy and all procedures for the selection and reconsideration of library resources shall be made available on the school's website.

Support for Intellectual Freedom

The University Schools Library program is guided by the principles of intellectual freedom as protected by the First Amendment of the U.S. Constitution, affirmed in *Board of Education v. Pico*, 457 U.S. 853 (1982), and by Article II, Section 10 of the Colorado Constitution.

Selection Procedure

Objectives

- To provide faculty and students with materials that enrich and support the curriculum and meet the needs of the students and faculty served
- To provide students with a wide range of educational materials on all levels of difficulty and in a variety of formats, with diversity of appeal, allowing for the presentation of many different points of view
- To select materials that present various sides of controversial issues, giving students an opportunity to develop analytical skills resulting in informed decisions
- To select materials in all formats, including up-to-date, high quality, varied literature to develop and strengthen a love of reading

Responsibility for Selection

Responsibility for actual selection rests with professionally trained library personnel using the school's selection criteria and procedures.

Definition of Librarian or Library Staff Member

For purposes of this policy, the term "librarian" or "library staff member" means any employee or officer of University Schools designated by the Superintendent to carry out or supervise library functions, including but not limited to the selection, acquisition, maintenance, and reconsideration of library resources. This designation may include the Superintendent or designee acting in the capacity of the school's lead library authority. The Superintendent retains final administrative responsibility for implementing and enforcing this policy in accordance with state law.

Selection Criteria

- Support and enrich the curriculum and/or students' personal interests and learning
- Meet high standards in literary, artistic, and aesthetic quality; technical aspects; and physical format
- Be appropriate for the subject area and for the age, ability level, learning styles, and social, emotional, and intellectual development of the students for whom the materials are selected including protecting against obscene material as described in Section 18-7-101 (2) and as interpreted in *Miller V. California*, 413 U.S. 15 (1973)
- Incorporate accurate and authentic factual content from authoritative sources
- Earn favorable reviews in standard reviewing sources and/or favorable recommendations based on preview and examination of materials by professional personnel
- Exhibit a high degree of potential user appeal and interest
- Represent differing viewpoints on controversial issues, defined as any problem or subject which has publicly evoked viewpoints and differences of opinion. These issues

usually have no easy resolution and create strong feelings among people. (Teaching About Controversial Issues University Schools Policy)

- Provide a global perspective and promote diversity by including materials by authors and illustrators of all cultures
- Include a variety of resources in physical and virtual formats including print and non-print such as electronic and multimedia (including subscription databases and other online products, e-books, educational games, and other forms of emerging technologies)
- Demonstrate physical format, appearance, and durability suitable to their intended use
- Balance cost with need

Acquisition Procedures

- In selecting learning resources, professional personnel will evaluate available resources and curriculum needs and will consult reputable, professionally prepared aids to selection, and other appropriate sources. The actual resource will be examined whenever possible.
- Recommendations for purchase may involve administrators, teachers, students, and community members, as appropriate.
- Gift materials shall be judged by the selection criteria and shall be accepted or rejected by those criteria.
- Selection is an ongoing process that should include removing materials that are no longer used or needed, adding materials, and replacing lost and worn materials that still have educational value.

Access Controls for Sensitive or Mature Materials

University Schools recognizes that some library resources may contain themes, language, or depictions that are best suited for more mature readers. In accordance with C.R.S. § 22-1-148 and the principles of intellectual freedom, these resources will remain part of the library's collection but may be housed in a designated area that requires parent or guardian permission for student access.

The intent of this designation is to respect the role of parents and guardians in guiding their student's reading choices and to ensure that materials are accessed in a way that aligns with each family's preferences and the developmental readiness of individual students. Placement in a designated area does not constitute removal or censorship, nor does it restrict a parent or guardian's ability to authorize their student's access.

Decisions to designate materials for parent-permission access shall be made by the Superintendent or designee (as defined in this policy's Librarian section) using the same professional selection and review criteria that apply to all library resources, with consideration for age appropriateness and educational context. The reconsideration committee may also make recommendations to designate materials for protected access to the Superintendent or

designee (as defined in this policy's Librarian section) using the same selection and review criteria.

A list of materials requiring parent permission shall be maintained by the school librarian and made available to parents upon request.

Gifts and Donations

University Schools welcomes community support but maintains full discretion over all library acquisitions. To ensure that all resources meet the same selection and content standards as purchased materials, the school will not accept bulk or bundled donations from publishers, distributors, or other entities that could circumvent this policy's review process.

All gift materials, regardless of source, shall be evaluated individually under the selection criteria established in this policy. Any donation or offer that includes pre-selected or large collections of books, media, or digital resources will be declined unless each title can be reviewed and approved by library personnel or the Superintendent's designee before inclusion.

The acceptance of any gift does not guarantee inclusion in the collection. The Superintendent (as defined in this policy's "Librarian" section) retains authority to reject or dispose of any donation deemed inconsistent with the educational mission of University Schools, the standards of C.R.S. § 22-1-148, or this policy's intellectual-freedom principles.

Collection Maintenance and Weeding

Annually, the school librarian will conduct an inventory of the school library collection and equipment. The inventory can be used to determine losses and remove damaged or worn materials which can then be considered for replacement. The inventory can also be used to deselect and remove materials that are no longer relevant to the curriculum or of interest to students. Additionally, school librarians should develop a collection maintenance plan that includes systematic inspection of materials that would result in weeding outdated, damaged, or irrelevant materials from the collection. Insufficient use will be considered but not used as a sole factor in weeding decisions. If a library resource has not circulated in the previous 5 years, it will be considered a prime candidate for weeding.

Materials that are selected for removal based on the criteria outlined here will be discarded according to the University Schools Collection Maintenance Procedure.

Reconsideration of Library Resources

Statement of Policy

Despite the careful selection of library resources and the qualification of those involved in the selection process, objections to library resources that are deemed offensive or inappropriate may

occur. Any parent/guardian of an enrolled University Schools student may express an informal concern or formal request for reconsideration of a library resource.

The school library shall not remove, discontinue, or restrict a library resource as the result of a request for reconsideration until the determination regarding the library resource has been made available to the public.

Guiding Principles for Reconsideration

The following principles shall guide the reconsideration process:

- Libraries have diverse materials reflecting differing points of view, and a library's mission is to provide access to information to all users.
- Students have a First Amendment right to read, view, and listen to library resources.
- Any parent or guardian of a student enrolled in the school has the right to express concerns about library resources and expect to have the objection taken seriously.
- Questioned resources will remain in circulation during the reconsideration process.
- The formal reconsideration process should be completed in its entirety and not subverted or ended prematurely, leaving the library open to legal challenge.

Informal Complaints

Persons with a complaint about library print or digital resources should state their concerns to the school librarian or administrator. The librarian or administrator will listen attentively to the concerns and attempt to resolve the issue informally. As part of the discussion, the school employee will explain the library's selection procedure, selection criteria, diversity of the collection with resources from many points of view, and the selection process. Additionally, each parent/guardian has the right to determine the appropriateness of library resources for their children and should accord the same right to other families.

If the complaint is not resolved informally, the librarian or administrator will explain the formal reconsideration process and provide the individual with a copy of the school's library selection procedure with reconsideration procedures and a request for reconsideration of library resources form . If there is concern about multiple library resources , a separate form must be completed for each library resource. All complaints to staff members shall be reported to the principal, whether received by telephone, letter, or in personal conversation. **No library resources should be removed or restricted from use as a result of the informal complaint.**

If the completed and signed formal request for reconsideration form has not been received by the principal within ten school days, the matter shall be considered closed.

Formal Complaints

The following procedures should be followed if, after discussing the questioned resource, no resolution is made.

1. The complainant should be referred to the principal.
2. A parent/guardian of an enrolled student who is dissatisfied with earlier informal discussions will be offered a packet of materials which includes the library's mission statement, selection policy, request for reconsideration of instructional resources form, and the Library Bill of Rights. In compliance with Colorado law, a written request for reconsideration of a library resource in a public school library is an open record under the Colorado Open Records Act.
3. The complainant is required to complete and submit the reconsideration form to the principal within ten school days.
4. If a completed reconsideration form is not submitted within ten school days, the matter is considered closed.
5. Upon receipt of the form, the principal should notify and provide a copy of the reconsideration form with the following individuals:
 1. School Library Advisory Committee/Reconsideration Committee
 2. School Librarian(s)
6. The work in question will remain on library shelves and in circulation until a formal decision is made.
7. The Reconsideration Committee will be appointed by the principal, who participates in the review committee but doesn't have a vote. The committee shall include, but not be limited to, an additional administrator, a teacher, a school librarian, a reading specialist or language arts teacher, a Board of Governors member and a parent. Ideally the majority of the committee will be composed of members who are associated with the level (high, middle, elementary) where the book is housed. For example, if the challenged book is a high school book, the majority of the members are parents/teachers/administrators of high school students. The members of the committee may vary for each challenge. In order to prevent a tie vote, the principal shall recruit an odd number of members for the committee.
8. The school librarian will provide the reviewing committee with a short formal Intellectual Freedom training that explains a packet of materials, which includes the library's mission statement, selection procedure, the Library Bill of Rights, the completed reconsideration form, reviews of the resource being reconsidered, and a list of awards or honors, if any. This packet should be created with assistance from the state department of public instruction and the American Library Association's Office for Intellectual Freedom.
9. Through interlibrary loan or other means, the school librarian will obtain copies of the material in question for review by the Reconsideration Committee.
10. The Reconsideration Committee should schedule a formal reconsideration meeting within 10 school days after the principal receives the written request for reconsideration. The principal should notify the reconsideration committee as to this schedule.
11. The school level Reconsideration Committee should follow the procedures listed below:
 1. At the initial meeting, the principal and the committee will review reconsideration committee guidelines and procedures. A school administrator should fully participate in the reconsideration process.
 2. A member of the committee should keep minutes.

3. All committee members should fully review the resource (read or view the entire work) before voting.
4. The committee reserves the right to use outside expertise if necessary to help in its decision-making process.
5. The committee may invite the complainant to make an initial verbal presentation about the resource under reconsideration or may choose to share the written form. The complainant is asked to provide sources for quotes used during this presentation. The committee chair may choose to give committee members time to ask questions.
6. The complainant may not participate in or observe the committee's deliberations unless invited to do so by the committee.
7. During the initial or subsequent meetings, the committee will make its decision determined by the simple majority to retain, move the resources to a different level, or remove the resource. This will be a secret ballot vote.
8. The committee's written decision (including a minority report if needed) shall be presented to the complainant, the Superintendent, and the school librarian within five school days after the decision is made.
9. If the complainant believes there was a procedural error on the part of the reconsideration committee, a written appeal can be made within 10 school days to the school superintendent. In the appeal process, the school superintendent will determine if an error occurred during the process that may have affected the decision of the committee. Should the Superintendent determine an error occurred, a new committee will be chosen with less than 50% being from the previous committee, and the Reconsideration procedure redone with different individuals with the Superintendent acting in place of the Principal.
12. The written decision, including an explanation of how it aligns with the standards outlined in Section 2 Subsection (3) of SB25-063, will be made publicly available.
13. Decisions on reconsidered materials will stand for five years before new requests for reconsideration of those library resources will be entertained.

Reconsideration Committee Guidelines

Under the best professional standards, reconsideration policies ask those charged with reviewing a challenged book or other resource to set aside their personal beliefs and evaluate the work in light of the objective standards outlined in the library's materials selection procedure. Listed below are some best practices for Reconsideration Committee members:

- Bear in mind the principles of the freedom to read and base your decision on these broad principles rather than in defense of individual materials. Based on the First Amendment, the freedom to read is essential to our democracy.
- Read or view all materials referred to you including the full text of the material in question, available reviews, and notices of awards, if applicable.
- Review the library mission statement, materials selection and reconsideration policies, and professional guides such as the Intellectual Freedom Manual.

- The general acceptance of the materials should be checked by consulting standard evaluation aids and your institution's selection policies.
- Challenged materials should not be removed from the collection while under reconsideration.
- University Schools will not convene a reconsideration committee relative to the same complaint for a period of five years.
- Passages or parts of the work in question should not be pulled out of context. The values and faults should be weighed against each other and the opinions based on the materials as a whole.
- The committee's role is to focus on the complainant's specific concerns regarding the material. Specific focus is on the selection criteria and how the material doesn't meet the criteria.
- The reconsideration committee meeting may be closed depending on state law and local practice. While public comments may be useful, these comments should be directed to the principal.
- The committee's recommendation is to be an objective evaluation of the material within the scope of a library's selection procedure.
- The committee's report, presenting both majority and minority opinions, should be presented to the complainant, the director, and the school librarian within five school days after the decision is made with a recommendation to retain the material in its original location, to relocate the material, or to remove the material. The report may differ depending on the type of resource that is being challenged, such as library material, display, curriculum, reading list etc.

Protection of Library Staff

A public school library staff member shall not be subject to termination, demotion, discipline, or retaliation for:

- Refusing to remove a library resource before it has been reviewed in accordance with this reconsideration policy.
- Making decisions that the school library staff member believes, in good faith, are in accordance with this policy.

Adopted by the Board of Governors March 11, 2026