

LIBRARY RESOURCE SELECTION, ADOPTION AND RECONSIDERATION

Library resources are intended to support the District's instructional programs and content standards and should include up-to-date, high quality, and varied literature. Library resources mean material, both print and non-print, found in a public school library. Print items include books, magazines, newspapers, pamphlets, microfiche, or microfilm. Non-print items include e-books, streaming resources, films, disc records, filmstrips, slides, prints, audiotapes, videotapes, compact discs, computer software, library programs, and exhibits. Library resources do not include materials in an individual classroom library.

SELECTION

The Board delegates to the District Superintendent the authority and responsibility of selection of library resources in all formats. Responsibility for actual selection rests with professionally trained personnel using the Board's adopted criteria and procedures. The following criteria will be used to guide school library professionals in the selection of library resources:

1. Be appropriate for the subject area, age, ability level, social, emotional, and intellectual development of the students for whom the materials are selected;
2. Represent differing viewpoints on controversial issues;
3. Provide a global perspective and promote diversity by including materials by authors and illustrators of all cultures;
4. Include a variety of resources in physical and virtual formats.

In selecting library resources, professional personnel will evaluate available resources and curriculum needs and will consult reputable, professionally prepared aids to selection, and other appropriate sources, which could include recommendations from administrators, teachers, students, District personnel, and community members. 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.

Gift materials will be judged by the same criteria and will be accepted or rejected in the same manner.

RECONSIDERATION

Despite the careful selection of library resources, objection to library resources that are deemed offensive or inappropriate may occur. Any parent or guardian of a student enrolled in the school may express a concern and request for reconsideration of a library resource. The school library must 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.

Informal Complaint

Parents or guardians with a complaint about a library resource should state their concerns to the principal. The principal will listen attentively to the concerns and attempt to resolve the issue informally. As part of the discussion, the principal will explain the library's selection policy, selection criteria, and the selection process. Each parent/guardian has the right to determine the appropriateness of library resources for their own child.

Formal Complaint

If the complaint is not resolved informally, the complainant may file a formal request for reconsideration to the District Superintendent within ten business days of the informal complaint discussion. The formal complaint must be filed in writing and include the library resource of concern and reasons for the concern. Upon receipt of the formal request, the District Superintendent will convene a Reconsideration Committee, which will consist of school and District staff knowledgeable about the issues raised in the complaint (e.g. teacher, principal, teacher librarian, media specialist, curriculum director) and a parent/community member, if appropriate and available.

Generally, the Committee will schedule a meeting with the requesting party within a reasonable period of time, usually within 15 working days of receiving the request, at which time the requesting party should make statements and produce evidence relating to the complaint. The Committee may also request presentations from the supervisors, other parties involved, and/or experts in the area, and it may accept statements from interested persons. When reviewing the library resource of concern, the Committee will consider the following principles established by the Board:

1. The Board recognizes the right of a parent/guardian to request that their child not borrow a particular library resource. Parents/guardians can present the request in writing to the teacher and/or school administrator who will implement reasonable measures to restrict the student from borrowing the library resource;
2. The Board recognizes the right of a parents/guardian of a student who is enrolled in the public school for which the request is made to request that the school withdraw from school use a library resource unless the same library resource has been reconsidered in the last two years;
3. A library resource will not be excluded because of the writer's race, sexual orientation, gender identity, gender expression, nationality, or political or religious views;
4. A library resource will not be obscene, as defined by law;
5. Students have a First Amendment right to read, view, and listen to library resources;
6. The Board directs that no school library staff member will be subject to termination, demotion, discipline, or retaliation for refusing to remove a library resource before the review process is complete or for making decisions that the school library staff member believes in good faith are in accordance with Board Policy;
7. All written requests for reconsideration of a library resource in a public school are open records under Colorado law.

Within ten working days of the meeting, unless additional time is needed, the Committee will deliver recommended findings and a proposed decision in writing to the District Superintendent, who will then promptly release a final decision to the complainant, which will be made publicly

available. The decision will identify the process followed, the information received, and the final determination of the resource.

Adopted

November 11, 2025

Legal References:

C.R.S. 22-32-110 (1)(r) (Board power to exclude immoral or pernicious materials and books)
C.R.S. 22-1-148 (Board must adopt policy regarding acquisition, retention, display, and use of library resources)
C.R.S. 24-72-201 et seq. (Colorado Open Records Act)

Cross References: I-9: Instructional Materials Selection and Adoption
I-9-E: Public Concerns about Instructional Materials