



## **Instructional Materials and Library Selection Policy**

Staff of LEAD Public Schools will ensure that instructional materials align with Tennessee academic standards. In accordance with state law, parents/guardians of a student shall be entitled to review all instructional materials, teaching materials (including handouts), textbooks, and teaching aids used in the classroom of their child. As defined for the purposes of this policy, “instructional materials” denote instructional content provided to the student, regardless of format, including printed or representational materials, audio-visual materials, and materials in electronic or digital formats. Parents/legal guardians may also review tests that are developed and graded by their child’s teacher.

The above materials shall be made available by the school, upon request, to parents/legal guardians for review using the [Instructional Materials Review Request Form](#). Materials shall be provided to parents within 5 business days of the completed request form.

LEAD Public Schools has adopted the following criteria and procedures for maintaining a library collection.

### Criteria for Selection

- Materials support and enrich the curriculum and/or students’ personal interests and learning.
- Materials are selected in all formats, including up-to-date, high quality, varied literature to develop and strengthen a love of reading, support and enhance the curriculum, and support the needs of students, and staff.
- Materials are recommended for the subject area and for the age, emotional development, ability level, learning styles, and social, emotional, and intellectual development of the students for whom the materials are selected.
- Materials are judged based on the content and style of the work as a whole, not by selected portions or passages.
- Materials incorporate accurate and authentic factual content from authoritative sources.
- Materials earn favorable reviews in standard reviewing sources and/or favorable recommendations based on preview and examination of materials by professional personnel.
- Materials exhibit a high degree of potential user appeal and interest.
- Materials represent a variety of viewpoints. Librarians strive to provide information on various sides of a controversial issue. By having access to a variety of resources, students will have the knowledge base to develop critical thinking and problem-solving skills, resulting in informed decisions.



- Materials provide a global perspective, demonstrate cultural relevance, and promote diversity by including materials by authors and illustrators of all cultures.
- Materials include a variety of resources in print and non-print formats.
  - Materials demonstrate physical format, appearance, and durability suitable to their intended use.
- Materials should be accessible to learners with special needs.
- Consideration is given to requests from students and staff.
- In selecting materials, school librarians balance cost with need.
- Every book is not for every reader, but every child should have access to books they may want to read. School librarians strive to know learners and assist them in finding books that fit their needs and interests. If your student checks out any library material the family deems inappropriate, please return the item to the school. Please talk with your child about your expectations for content they consume. Please partner with the school librarian.
- A parent/guardian has the right to determine what's best for their child and only their child. Therefore, the reconsideration processes already in place should be strictly followed.

#### Responsibility for Selection

- School leadership teams, including the Principal, Asst Principal of Instruction and Media Specialists are responsible for developing the school library collection using the adopted criteria for selection.
- They are unfettered by their personal, political, social, or religious views, and resist efforts by individuals to define what is appropriate for all students or teachers to read, view, or hear.
- They do not impose age or grade level restrictions on the use of resources unless a parent has opted their child out of utilizing this service.
- The Library Services department supports AASL's Position Statement on Labeling Practices.

#### **Weeding**

- Director of School Operations will conduct a full inventory of their library collection every year ending in an odd number.
- Weeding is a necessary process for the removal of materials that are no longer useful to the library collection.
- Before weeding, a collection count should be obtained.
- Weeding is a continuous process that will keep the collection effective and up to date.
- Weeding should be done throughout the year and not just at the time of inventory. ● It is the responsibility of the school leadership teams to determine materials to be weeded/withdrawn.

- The following criteria are considerations for items that should be regularly weeded from the collection:
  - poor physical condition.
  - outdated or contain information that is no longer accurate.
  - not suitable for the grade level using the collection
  - duplicate copies of items no longer popular or needed
  - no longer relevant to the curriculum or of interest to students
- When space is insufficient to provide room for expansion of the collection, weeding is encouraged. Exceptions to the above considerations may include rare and unusual materials or works by local, regional, or state authors.
- When weeding occurs, the withdrawn materials may be offered to students and staff prior to sending for recycling.

### **Reconsideration Process**

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 current parent/ guardian, employee, or student at LEAD may express an informal concern or formal request for reconsideration of a library resource.

- LEAD library materials are selected by Media Specialists according to the selection procedure .
- Students have a wide variety of books to choose from to support academic needs and independent reading interests.
- Libraries have diverse materials reflecting differing points of view, and a library's mission is to provide access to information to all users.

Any current parent/ guardian, employee, or student of LEAD schools has the right to express concerns about library resources and expect to have the objection taken seriously. If the concern is not from a current LEAD parent/ guardian, employee, or student, the concern will not be considered. A questioned item will be considered in its entirety, not judged solely on portions taken out of context. Questioned items will remain in circulation during the reconsideration process.

### **Procedure**

- I. Those wishing to submit an informal complaint may contact the principal.
  - a. The principal and/or Media Specialist will listen to the concern and attempt to resolve the issue informally.
  - b. 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.
  - c. 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.
  - d. All complaints to staff members shall be reported to the building principal, whether received by telephone, letter, or in personal conversation.
  - e. No library resources should be removed or restricted from use as a result of the informal complaint.

II. If the complaint is not resolved informally, and a formal reconsideration process is preferred, the parent/guardian, employee, or student may contact the librarian or principal.

- a. The employee, student or parent/guardian may fill out the form and the LEAD Board of Directors will review the form and the material in question.
- b. The Board will make a decision regarding the material and communicate that decision to the requestor within 60 days of receipt of the form.
- c. The Board shall evaluate whether the material is appropriate and suitable for the age and maturity level of the school and consistent with the educational mission of the school.
- d. If the Board determines that that material is not appropriate and suitable for the age and maturity level of the school or is inconsistent with the educational mission of the school, it will be removed from LEAD's library collection.
- e. If the Board does not make a decision within 60 days, the requestor may pursue his or her request with the State as provided by state law.

III. The Board of Directors should follow the procedures listed below: a. At the initial meeting, the principal and committee will review reconsideration guidelines and procedures.

- b. A member of the Board should keep minutes.
- c. All Board members should fully review the resource (read or view the entire work) before voting.
- d. The Board reserves the right to use outside expertise if necessary to help in its decision-making process.
- e. The complainant may 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.
- f. The complainant may not participate in or observe the Board's deliberations unless invited to do so by the Board. The Board chair may choose to give Board members time to ask questions.
- g. During the initial or subsequent meetings, the Board 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.
- h. The Board's written decision (including a minority report if needed) shall be presented to the complainant, the CEO, Chief Academic Officer and Head of Schools within five school days after the decision is made.
- i. Decisions on reconsidered materials will stand for five years before new requests for reconsideration of those items will be entertained.

[Library Material Reconsideration Form](#)