

## EF R-1 Instructional Resources - School Libraries

### BRAZOSPORT ISD

#### ADMINISTRATIVE REGULATION

Contact: [Lead Librarian](#)

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#### **Purpose**

The District shall provide a wide range of instructional resources for students and faculty that present varying levels of difficulty, age appropriateness, diversity of appeal, and a variety of points of view. It is the policy of the Board of Trustees that librarians shall exercise good judgment in the selection of all materials used in campus and classroom libraries. The following are prescribed guidelines for the selection and distribution of campus library materials.

#### **Selection of Materials**

All steps must be followed prior to purchasing campus and classroom library resources:

1. Certified Campus librarians select materials based upon:
  - a. Current Collection Analysis and Needs Assessment
  - b. Student/Staff Requests
  - c. Curriculum Alignment
  - d. In accordance with [BISD's Library Selection Policy](#)

**\*Certified campus librarians will review and approve classroom library lists**

2. Certified Campus librarians submit a *Title List* of materials to a Team of Librarians for monthly selection review.
3. The Team of Librarians reviews the *Title List* of selected materials and approves or denies titles.
  - a. If title is denied, the title is removed and will not be purchased.
  - b. If title list is approved, list is forwarded to Lead Media Specialist for review.
4. Lead Media Specialist reviews the *Title List* of selected materials and approves or denies titles.
  - a. If title is denied, the title is removed and will not be purchased.
  - b. If title list is approved, list is forwarded to campus librarian for requisition process.

5. Requisition is created by campus staff and forwarded to Principal.

6. Principal Approves Requisition.
7. PO Created and Order Placed.
8. Books are received and processed based on district specifications.
9. Books are shelved for Checkout (Distribution).

### **Distribution of Materials that Require Parent Permission (PR)**

Brazosport ISD values and respects diversity but also understands that some library resources may contain materials that express viewpoints that could be sensitive to some readers. Materials such as these can be found in our campus libraries but specific guidelines are followed prior to checking out these types of materials to students.

The following steps must be adhered to prior to dispersing library materials that require parent permission:

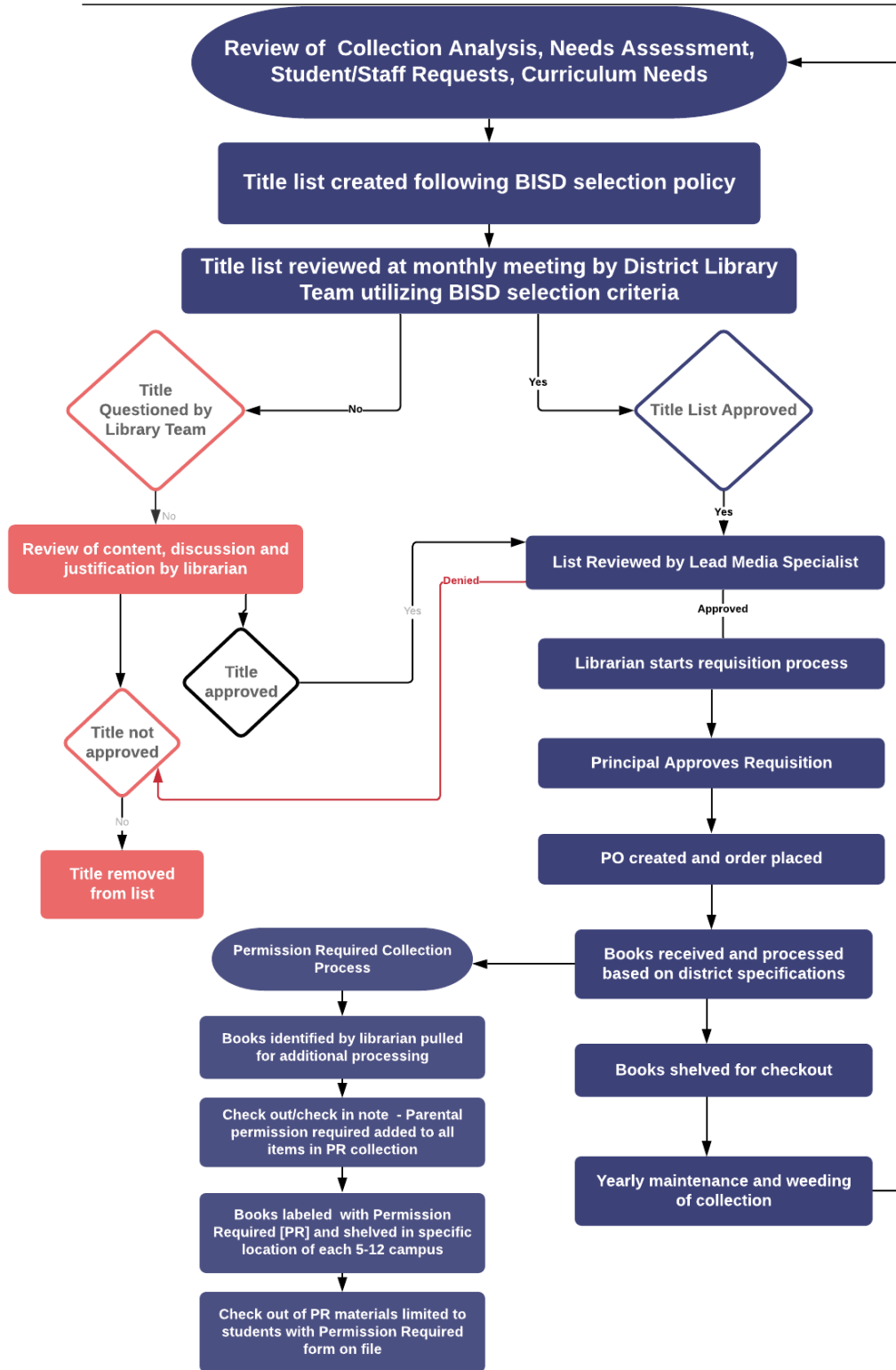
1. Books identified by certified campus librarian are processed for student circulation.
2. A check in / check out note requiring parental permission is entered in the District Library Management System System for all materials being added into a Permission Required collection.
3. Books are labeled with a Permission Required sticker and are shelved in a specific location of each 7th-12th grade campus library under close supervision.
4. Distribution of Permission Required materials are limited to students who have a completed [Permission Required Form](#) on file.

\*\*Including AP materials and resources

Adoption Date: 10/25/2019

Reviewed Date: 11/28/2023

# BISD Library Materials Purchase Process



Adoption Date: 10/25/2019