

Note to administrator: The Texas State Library and Archives Commission (TSLAC) also has a website regarding [School Library Programs: Standards and Guidelines for Texas](#).¹

The District considers the age groups, grade levels, and access to library material by all students on a campus. The District provides a wide range of library materials for students and faculty that support student achievement and present varying levels of difficulty, diversity of appeal, and a variety of points of view.

The District complies with the law, adopted guidelines by the Texas State Library and Archives Commission, District policy, and administrative regulations regarding the selection and acquisition of library materials.

District Coordinator	The Director of Teaching & Learning will be the District coordinator regarding library materials.
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Training	Staff members are responsible for reading and understanding District expectations found in District policy and the administrative regulation regarding the District's library program.
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In accordance with state law and rules, the Director of Teaching & Learning and District Lead Librarians will ensure and document District librarians and library aides are trained when hired on the proper standards for collection development and the selection and evaluation of library materials. At any time, the trained employee(s) may request additional training regarding the collection development standards.

Collection Development	The District designates the trained Librarian and District Lead Librarians to complete the collection development standards for the District.
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If a teacher wishes to develop a classroom library, the teacher must follow the District's library collection development policy and procedures. [See Classroom Libraries, below.]

If a library material is donated or purchased with personal funds, it must follow the District's collection development standards.

The Director of Teaching & Learning and District Lead Librarians will ensure that the District's library collections comply with applicable law, EFB(LOCAL), and the following:

Selection and Evaluation of Materials

The District complies with the adopted guidelines by the Texas State Library and Archives Commission and District policy regarding the selection and acquisition of library materials.

When selecting, acquiring, and evaluating library materials, librarians and other professional staff shall ensure that the materials:

1. Enrich and support the TEKS and the state and local curriculum, taking into consideration students' varied interests, maturity levels, abilities, and learning styles.
2. Foster growth in factual knowledge, literary appreciation, aesthetic values, and societal standards.
3. Encourage the enjoyment of reading, foster high-level thinking skills, support personal learning, and encourage discussion based on rational analysis.
4. Represent ethnic, religious, and cultural groups of the state and their contributions to the state, the nation, and the world.

In addition, the District will consider the following factors for the selection of library materials:

1. Recommendations from students, parents or guardians, teachers, and District community members.
2. Consultation with District teachers and library staff.
3. Consultation with library staff from other districts.
4. Extensive review of the library material.
5. Context of the library material, including overall fit within the existing collection and support of District curriculum.
6. Reviews of the library material from sources such as professional journals in library science, recognized professional education or content journals with book reviews, national and state award recognition lists, library science field experts, and highly acclaimed author and literacy expert recommendations.
7. Coverage of topics, authors, series, or genres that fill gaps in the school library collection.

Classroom Libraries

In accordance with law, the mandatory standards regarding a school library collection development for all library material available for use or display include classroom libraries.

If a classroom library material is donated or purchased with personal funds, it must comply with the District's collection development standards.

If a teacher wishes to develop a classroom library, they must follow the guidance provided by Curriculum Coordinators and included in curriculum documents.

**Reconsideration of
Library Materials**

Requests for reconsideration of library material may be made by any individual authorized to do so in local policy. The District will follow District policy regarding reconsideration. [See EFB(EX-HIBIT)]

After a request for reconsideration form is submitted, the form will be submitted to the Director of Teaching & Learning. The form will be provided to the school librarian, campus principals, the Board, District Lead Librarians and Director of Elementary or Secondary Services within 10 days.

The Director of Teaching & Learning shall appoint a reconsideration committee and notify the members within 10 days of receiving the request.

The committee shall include the librarian, at least one instructional staff member, and may also include district-level staff, students, parents, and other appropriate individuals.

Within 10 days of the committee's appointment, the district shall provide the relevant materials for the committee to review. If more time is needed, the committee will be informed.

The committee shall review the challenged material in its entirety and determine if it conforms to policy and will remain available.

The committee's written report will be provided to the Superintendent, Deputy Superintendent, Director of Teaching & Learning, and the person who submitted the reconsideration request.

After a material has been reviewed, it shall not be reviewed again within two calendar years of the final decision.

**Maintenance of
Library Materials**

Collections will be evaluated and updated regularly based on the collections' age, relevance, diversity, and variety.

In accordance with state guidelines and District administrative procedures, collections shall be evaluated and updated regularly based on the collections' age, relevance, diversity, and variety. The Superintendent shall ensure administrative procedures are established for regular maintenance of the library collection on each

campus. Standard maintenance procedures for any library collection include repair, replacement, and removal of materials as necessary. Regular maintenance shall also include scheduled inventories of the collection. Disposal of any District-owned library materials shall be in accordance with District policy and procedures. [See CI]

Review

At least every three years, The Director of Teaching & Learning and District Lead Librarians will schedule the review of the collection development procedures to align with the review of EFB(LOCAL).

Parent Involvement

Parental involvement in library acquisition, maintenance, and campus activities is encouraged by the District.

*Alternate Library
Materials*

District staff may assist a student in selecting library material. The parent is strongly encouraged to communicate with the child's teacher and the campus librarian about any special considerations regarding the selection. A parent or guardian always has the right to restrict their child's access to library materials and select alternative library materials for their student.

A parent or guardian who wishes to restrict their child's access to library materials and select alternative library materials for their student must submit the request to the campus librarian verbally during an in-person meeting, or in writing.

*Access School
Library*

A parent or guardian who wishes to access a school's library will submit a request to the principal. After a date and time has been determined for the parent to access the library, the principal will respond to the parent request within 3 days and notify the parent of the date and time the parent may access the library.

[Insert the District's procedures regarding school library access.]

Online Catalog

The District allows parental access to the District's library collection and available online catalogs. Access to online library catalogs is available on the District Library Department webpage or on each campus library webpage.

¹ School Library Programs: Standards and Guidelines for Texas:
<https://www.tsl.texas.gov/ldn/schoollibrarystandards>