

# Policy, Library Materials

## **I. Purpose & Mission of the School Library**

Students have the right to a relevant, balanced, and diverse school library collection that represents multiple points of view. The DIA library has the responsibility of introducing students to the world of information.

## **II. Support for Intellectual Freedom**

The DIA library is guided by the principles set forth in the First Amendment of the U.S. Constitution.

## **III. Scope**

This policy applies to materials in the collection of the school library, not to materials made available as part of regular class curriculum.

## **IV. Procedures for Selection & Maintenance**

### *Responsibility of Selection*

The DIA librarian is responsible for selecting library materials and the guidelines by which selection decisions are made. Those guidelines will be consistent with this policy, relevant Utah State Board of Education rules (R277-628), and state code.

The librarian and library staff seek recommendations and work collaboratively with others in the school community during the selection process. The criteria are a blend of general, specific, and technical to enable library staff to select materials in all subject areas and formats. The librarian must also consider creating a collection that reflects diversity of ideas and authors as well as being reflective of the population the library serves.

The school may accept gifts of potential library materials for consideration of including in the library collection.

### *Selection Criteria*

- overall purpose and educational significance;
- contribution and relevance to the Utah standards and interests of the students
- including varied interests that reflect religious, ethnic, and cultural backgrounds;
- factual content is accurate, current, reliable, and authoritative;
- timeliness and/or permanence;
- readability and accessibility to intended audience;
- favorable reviews found in standard selection sources;
- artistic quality and literary style;
- age and developmental appropriateness;
- reputation and significance of author, producer, or publisher;
- variety of format with efforts to incorporate emerging technologies;
- quality and value are commensurate with cost and/or need

#### **IV. Collection Maintenance**

The DIA librarian will conduct a regular 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.

Considerations for replacement or removal of items from the collection will follow the same criteria listed in III.

#### **V. Challenges to Materials**

Any parent, employee, or student of DIA may challenge items in the library collection by submitting a Request for Reconsideration.

The librarian will determine the manner of and procedures for Request for Reconsideration. Manner and procedures will be consistent with rule R277-628.

A Library Media Review Committee is composed of three individuals who are representative of the DIA community with the responsibility to consider challenges to library materials. The executive director will select the members of the committee.

It convenes when a request for reconsideration is submitted.

##### *Reconsideration Procedures*

Upon receipt of a Request for Reconsideration in writing, each committee member will receive a copy of the request and read it in its entirety.

The committee will meet together to discuss the request and consider selection criteria. Each committee member will read or view the challenged material in its entirety.

The committee will make a recommendation of the challenged material determined by majority vote and forward their decision to the executive director, who communicates the decision to the person who submitted the request.

The executive director will report challenges and decisions to the board at regular board meetings.

Challenged items will remain in circulation during the reconsideration process.

#### **VI. Policy Revision**

This policy will be reviewed for necessary revisions at least every five years.