

<p>TUCSON UNIFIED SCHOOL DISTRICT</p> <p>POLICY REGULATION</p>	REGULATION TITLE: Library Materials Selection and Adoption
	CODE: IJL – R
	LEAD DEPARTMENT: Academic Excellence

Criteria for Selection

The following applies to all materials, including print, non-print, and electronic resources:

- Library materials shall support and be consistent with the District's educational goals, state standards, and the objectives of individual school sites' various courses.
- Library materials shall meet high standards of quality in factual content, artistic and literary value, and presentation.
- Library materials shall be appropriate for the subject area and for the age, language(s), emotional development, ability level, learning styles, and social development of students.
- Library materials will meet the instructional needs of the faculty and the individual inquiry interests of the students; materials should be relevant and up-to-date.
- Authority of the author, organization, publisher/producer, should be a consideration in the selection of materials.
- Library materials should appear with a favorable designation in one or more of the recognized editorial reviewing tools (Library Professional Review Source). When possible, direct examination of materials is advisable to ensure that criteria are met.
- Library materials should be evaluated for cost effectiveness in terms of accessibility, amount of use, and durability. Accessibility may include, but is not limited to, inter-library loans.
- Physical format and appearance should be suitable for library material's intended use.
- Library materials shall be selected to help students gain an awareness of diversity within our own society as well as the world at large, and, whenever possible, authors and illustrators of diverse backgrounds will be represented.
- The decision to select library materials on issues deemed controversial should be guided by consideration of collection diversity and representation of alternative points of view and relevance to curriculum.

Requesting an addition to the collection

- Faculty may request additional materials to be added to the collection for their instructional needs by submitting a request to the teacher/librarian and/or principal. (IJL – E1 Library Materials & Adoption Exhibit 1)
- Students and Parents may request additional materials to be added to the collection by submitting a request to the teacher/librarian and/or principal. (IJL – E2 Library Materials & Adoption Exhibit 2)

To request a specific library material to be removed from the collection, refer to Policy # IJG – Intellectual Freedom.

Parental Access and Public Review

School libraries must ensure that parents have access to the library's collection of available books and materials, and that parents may receive a list of books and materials borrowed from the library by their children.

Books and materials purchased for school libraries after January 1, 2023, must comply with the following procedure:

- Purchased books and materials will be listed on the District's website and on each school's website for at least 60 days.
- Notice shall be sent to parents of enrolled students at the impacted schools within seven days of the review page's opening date.
- Public review is not required for the purchase of books or materials intended to replace lost or damaged books or materials.

The following are exempt from the requirements of parental access and public review discussed herein:

- Schools without a full-time library media specialist or equivalent position.
- District libraries that have agreements with county free library districts, municipal libraries, or other entities pursuant to A.R.S. § 15-362(D).

Gifts

Gift materials should be judged by the criteria listed in the preceding section and should be accepted or rejected on the basis of those criteria. The school library welcomes gifts of books and other materials provided that:

- They meet the same standards of selection as those applied to school library purchases.
- They can be integrated into the school library collection.
- The school library may offer the gift to another library or institution if it is useful but not needed in the school library.
- The school library may dispose of the gift at the discretion of the professional library staff.

De-selection

Weeding (de-selection) is an essential element of collection development that ensures the library's materials are relevant, accurate, and useful. Collections must change over time to reflect changes in the curriculum. Weeding is a continual evaluation of resources intended to remove items from the library collection that are no longer useful.

Books removed from a school's library collection must be disposition in accordance with District procedures.

Reviewed: June 30, 2006 (Friday Report)

Revision: February 1, 2023

Legal Ref: A.R.S 15-102 Parental involvement in the school
15-362 Libraries; powers and duties
15-721 Common schools; course of study; textbooks
15-722 High schools; course of study; textbooks

Cross Ref: Policy # IJK – Library Programs; Policy # IJG – Intellectual Freedom; Policy # ADF – Intercultural Proficiency