

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.

**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.

In accordance with state law and rules, the District Lead Librarian will ensure campus librarians and professional library staff are to be trained annually 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 including the use and monitoring of online catalogs and library mobile applications.

**Collection  
Development**

The District designates the trained librarians to complete the collection development standards for the District.

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.

Campus librarians will ensure that the District's library collections comply with applicable law, EFB(LOCAL).

**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.

INSTRUCTIONAL RESOURCES  
LIBRARY MATERIALS

EFB  
(REGULATION)

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.
5. Are age-appropriate for the grade or interest-level.

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

1. Consideration of recommendations from students, parents or guardians, teachers, and District community members;
2. Consultation with the District's educators and library staff and/or consultation with library staff of similarly situated Districts and their collections and collection development policies;
3. An extensive review of the text of item;
4. The context of the library material, including consideration of the contextual characteristics, overall fit within existing school library collection, and potential support of the school curriculum; and
5. Coverage of topics, authors, series, or genres that fill gaps in the school library collection.

**Donated and  
Proposed  
Procurement List**

School librarians and District staff will implement the following protocols for the procurement of library materials:

1. School librarians will curate book lists, identifying and removing any potentially inappropriate content for school before placing them on the proposed procurement list.
2. School librarians will create book lists of new titles, using the selection and evaluation criteria, and submit these to the District Lead Librarian.
3. The District Lead Librarian will compile campus book lists and prepare a master list to post for community preview for 30 calendar days on the campus and district website at least once during each school semester. The District Librarian will also include e-books as part of the procurement list.
4. The District Lead Librarian will share the proposed procurement list to the Superintendent and Board for review.
5. The Superintendent or designee will present the proposed list of library material to the Board approval.

6. The District Lead Librarian will order books after Board approval. Ordering of previously approved books can continue throughout the year as needed for replacements and refreshing.

**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, the certified school librarian will provide training regarding the District's library collection development policy and administrative regulations. The librarian and school principal will document that the teacher has been trained and report that information to the District coordinator over library materials.

The trained classroom teacher will provide to the principal a book list and listing of other library material to the campus principal for review and clearance before displaying books in the classroom library.

**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 given to the Superintendent's designee. The form will be provided to the school librarian, the Board, and campus principals within three business days.

**Maintenance of Library Materials**

Collections will be evaluated and updated regularly based on the collections' age, relevance, diversity, and variety in accordance with TSLAC Guidelines. .

**Review**

At least every three years, the District Lead Librarian 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.

*Access School  
Library*

A parent or guardian who wishes to access a school's library may schedule a visit with the school librarian during regular school business hours.

*Online Catalog*

A parent or guardian who wishes to access an online catalog may contact the school librarian for assistance for access to their child's campus online catalog.

**Book Fairs**

Book fair opportunities are in partnership with external vendors and may contain a variety of books for a campus to place on display. Campuses shall use discretion on the displays of book fairs to remain aligned with age appropriateness and selection criteria.

All book fair selections for display shall be evaluated and accepted or rejected according to the criteria listed in this regulation and EFB (LOCAL).

Students are not required to purchase books at book fairs. Campus administrators are responsible for final approval of all book fair displays.

*Opportunity for Parent Preview*

In recognizing that parents hold an essential role in the education of their children and have the right to guide what their children read, each campus library shall post a listing of books offered by the vendor before any books are to be displayed. Parents, teachers, and administrators may recommend any book or library material not suitable for display.

If a parent wants their child to participate in campus book fairs, they should indicate this preference on the annual registration paperwork or via completion of the Book Fair Permission Form.