

## **School Library Media Selection and Review**

### **Purpose**

The Board of Education assures that every student has access to a library that offers a variety of materials to support classroom instruction, provides opportunities for research, and meets differing educational and recreational reading and interests. Students are encouraged to use library materials to expand their knowledge, understanding, appreciation, and enjoyment of the world in which they live.

### **Definitions**

1. “Teacher Librarian” means a licensed employee with a degree or endorsement in library science, assigned to teach at a school.
2. “District Patron” includes a student enrolled in the Logan City School District; a parent or guardian of a student enrolled in the Logan City School District; or an individual who resides within the boundaries of the Logan City School District.
3. “Media Specialist” means an Education Support Professional working under the supervision of a principal or district director, assigned to manage the library.
4. “School Media Review Committee” means a committee, appointed by the building principal, that includes the principal; a teacher; two parents at the school who are not the complainant(s) and are representative of the school population; and the school’s media specialist or librarian. At the high school level, a student representative may also be included.
5. “District Media Review Committee”: The District Media Review Committee shall include the Director of Elementary or Secondary Schools; a member of the Board; a principal; a licensed teacher; a librarian or media specialist representing the school level the challenge comes from; and two parents from the district who are not the complainant(s) and are representative of the district population. The District Media Review Committee will be established according to need and appointed by the Director of Elementary or Secondary Schools. A District Media Review Committee that is tasked with the review of a request for reconsideration of materials will not include individuals who participated in the School Media Review Committee for that request.
6. “Weeding”: the systematic removal of resources from a library based on selected criteria.
7. “Media materials” include, but are not limited to, the following items, whether provided in person, online, or through other means:
  - a. Text materials (i.e. books, magazines, essays, theatrical works, etc)
  - b. Video
  - c. Music (both audio presentations as well as printed music)
  - d. Photographs and other images
  - e. Three-dimensional art
8. “Sensitive material” means an instructional material that is pornographic or indecent material as that term is defined in [Section 76-10-1235](#) of Utah Code.

*Adopted: December 2021*

*Amended: September 13, 2022*

## **Expectation for Appropriate Materials**

The Logan City School District shall not adopt, use, distribute, provide access to, or maintain in the school setting, sensitive materials as defined in [Section 76-10-1235](#) of Utah Code.

[Utah Code §76-10-1235](#)

## **Management of Library Collection**

Selection, review, and removal of all purchased or donated library materials shall be based on a combination of three or more of the following criteria:

- Educational significance
- Contribution to the curriculum
- Validity, currency, and appropriateness
- Accuracy, timeliness, and permanence
- Favorable reviews, recommendations, and/or award nominees found in standard selection sources or from professional personnel
- Potential appeal and interest
- Recreational reading needs of students
- Artistic quality and literary style
- Reputation and significance of author, producer, or publisher
- Uniqueness, diversity and /or heritage of the state, region, or community
- Support of second language learners
- Support of special needs students

The selection, review, and removal of library materials at the school level is under the direction of the school library staff. While library staff are responsible for the selection of library materials, it is not possible for library staff to read or view all library materials. In making selections for materials, input from reliable sources is considered.

## **Student Selection of Library Materials**

Library materials are available to students on a self-selection basis. Library staff or other school personnel may assist in recommending library materials. Reading lists are available from many sources, and are not necessarily endorsed by the teacher librarian, school administration, or district personnel.

Responsibility for reading, listening, and viewing library materials rests with the individual student and their parent/legal guardian. Library staff are available to consult with students and their parent/legal guardian to find appropriate materials. Staff is not responsible for the final selection made by the student and their parent/legal guardian.

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## **Requests for Restriction of Individual Student Access**

The District recognizes the rights of parents under state law to restrict their child's access to materials the parent deems inappropriate. However, no parent has the right to make that decision on behalf of other students. A parent desiring to restrict their own child's access to specific library materials shall submit the request in writing to the librarian or media specialist at the school the child is attending.

[Utah Admin Rules §53G-10-202](#)

[Utah Admin Rules §53G-10-203](#)

[Utah Admin Rules §53G-10-205](#)

## **Objection to Materials**

District patrons or employees have the right to file a complaint regarding library materials to which they object.

## **Request for Removal of Materials from School Library**

If a district patron requests the removal of specific media from the library, a request shall be filed using the *LCSD Request for Reconsideration of Media Materials*

- The material in question will remain in use during the review process.
- The request for reconsideration shall be filed with the building principal

The School Media Review Committee shall review the request for reconsideration and formulate a decision regarding the complaint

- During the course of a review, the requestor shall have the opportunity to appear in support of the request; and the committee may solicit and/or accept information, evidence, or testimony from other persons as the committee deems advisable
- The building principal will send to the requestor, a written report of the School Media Review Committee's decision to retain or remove the material from the library
- The review, decision, and response will take place within 15 work days
- If the School Media Review Committee determines to remove the requested material from the school library, the decision will be forwarded to the Director of Elementary or Secondary Schools for review by a District Media Review Committee

The same material cannot be challenged for at least three (3) years on the same criteria.

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*Amended: September 13, 2022*

## **District Level Review of Library Materials**

If the School Media Review Committee determines to remove the requested material from the school library, or if the person submitting a request is not satisfied with the decision of the School Media Review Committee, the following process will be used by the District Media Review Committee:

- The Director of Elementary or Secondary Schools shall appoint the committee within 15 work days after the date of receipt of the request for review
- The committee shall review the request, make a decision, and communicate the committee's decision to the requestor within 30 calendar days after the organization of the committee
- During the course of a review, the requestor shall have the opportunity to appear in support of the request and the committee may solicit and/or accept information, evidence, or testimony from other persons as the committee deems advisable

If the person submitting a request is not satisfied with the decision of the District Media Review Committee, the requestor may appeal the decision to the Board of Education.

If the District Media Review Committee overturns the decision of the School Media Review Committee, that decision will be reviewed by the Board of Education.

If requested or required, the Board shall review the decision of the District Media Review Committee within 15 work days after the appeal or notification is received, and its decision shall be final.

The same material cannot be challenged for at least three (3) years on the same criteria.