



## Policies and Procedures

### Section Four – Curriculum and Instruction

#### **404 – LIBRARY**

##### **Policy 404.1**

**Principals are responsible to oversee the selection of library materials in accordance with the procedures outlined in this policy**

##### **Policy 404.2**

**Principals are responsible to facilitate a challenge process for literature available in the library.**

#### **Selection of Materials**

1. The librarian as the principal's delegate has the responsibility for selecting materials in accordance with this policy.
2. The main objective of the library collection is to support the educational programs of the school.
3. The library collection needs to support student interest and be age/ability appropriate.
4. The library collection needs to support and stimulate growth in spiritual knowledge, factual knowledge, ethical standards and literary appreciation.
5. The library collection needs to promote positive choices for daily living.
6. The selection of materials should be based on the overall value of the material.
7. All materials purchased for the library need to be evaluated by the librarian or her designate, and should...
  - Support the goals of KCS
  - Be current and relevant
  - Have aesthetic, literary, social and/or spiritual value
  - Be appropriate in...
    - a. Subject area
    - b. Age
    - c. Ability level
    - d. Emotional development
8. Stimulate creativity
9. When selecting materials, the librarian should...
  - a. Evaluate the present collection
  - b. Check to see that curricular and recreational needs are being met
10. When accepting material donations accept only those that will benefit the library and are congruent with this policy.

## **Challenge of Materials**

Students need to have freedom to read and make their own choices within the library; but, sometimes parents or students do not approve of the choices available. In such situations, the follow process should be followed:

1. Challenges to the appropriateness of a library holding must be made in writing to the librarian and principal. Complaints should be as specific as possible.
2. The librarian and principal will review the material and attempt to resolve the issue with the challenger.
3. If a mutually acceptable resolution appears impossible, another administrator will form a review committee consisting of himself and two teachers who will:
  - a. Review the material in its entirety
  - b. Prepare a report on their findings which will include a recommendation
4. Decisions of the review committee may be appealed to the Superintendent in writing.