



## **LIBRARY SERVICES AND COLLECTION PROCEDURE (INS-P048)**

Clarksville-Montgomery County School System

### **1.0 SCOPE:**

- 1.1 This procedure outlines the process for developing, reviewing, and evaluating feedback on a school library collection.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

### **2.0 RESPONSIBILITY:**

- 2.1 **Library and Media Specialist**
- 2.2 **Principal**

### **3.0 APPROVAL AUTHORITY:**

- 3.1 **Chief Academic Officer**
- 3.2 **Director of Schools**

### **4.0 DEFINITIONS:**

- 4.1 Library Collection means the materials made available to students by a school operated by an LEA but does not include materials made available to students as part of a course curriculum.
- 4.2 Materials means books, periodicals, newspapers, manuscripts, films, prints, documents, microfilm, discs, cassettes, videotapes, videogames, applications, and subscription content in any form.
- 4.3 Ad hoc materials review committee: The review committee is appointed by the principal and includes certified library media personnel, a school administrator, representative(s) from classroom teachers, one or more parents from the school and the appropriate Director of Instruction and Learning (if middle or high school) or Director of Curriculum and Instruction (if elementary school).

### **5.0 PROCEDURE:**

#### **Developing a School Library Collection**

- 5.1 The selection of library materials is governed by the criteria set forth in the Library Bill of Rights adopted by the American Library Association.
- 5.2 The general criteria for selection include the following:
  - Support and enrich the curriculum and/or students' personal interests and learning
  - Meet high standards in literary, artistic, and aesthetic quality; technical aspects; and physical format
  - Be appropriate for the subject area and for the age, emotional development, ability level, learning styles, and social, emotional, and intellectual development of the students for whom the materials are selected
  - Follows the age/grade levels from accredited resources recommended by American Library Association Selection.



## **LIBRARY SERVICES AND COLLECTION PROCEDURE (INS-P048)**

Clarksville-Montgomery County School System

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- Incorporate accurate and authentic factual content from authoritative sources
- Earn favorable reviews in standard reviewing sources and/or favorable recommendations based on preview and examination of materials by professional personnel
- Exhibit a high degree of potential user appeal and interest
- Represent differing viewpoints on controversial issues
- Provide a global perspective and promote diversity by including materials by authors and illustrators of all cultures
- Demonstrate physical format, appearance, and durability suitable to their intended use

- 5.3 A school's principal is responsible for supervising the development of a library collection and ensuring that a current list of the materials made available to students in the library collection is posted on the school's website by the first full day of school each year and will be updated quarterly to reflect any changes in the collection.

### **Inventory and Periodic Review of Library Collection**

- 5.4 The principal or designee is responsible for conducting a periodic review of all materials in the library collection, to include an inventory of all materials in the library collection at the end of the school year. The review of the library collection will be conducted to maintain the integrity of the Age-Appropriate Materials Act of 2022. Adequate time during the school day will be allocated to library staff in order to remain compliant with state law.
- 5.4. As part of the review and inventory, the media specialist or designee keeps an accurate record of library books and other academic material and equipment issued to students.
- 5.5 At the end of the school year, all materials in the library collection and equipment issued to students are returned to the media specialist or designee. If any such materials or equipment are lost or damaged, a reasonable replacement or damage fee will be charged to the student. Replacement or damage fees that are not paid will result in the following action:
1. No additional materials in the library collection or equipment will be issued to the student until restitution has been made; and
  2. If the replacement or damage fees total more than \$25.00, no diplomas or transcript will be issued until restitution has been made.

### **Receiving and Evaluating Library Collection Feedback**

- 5.6 Any student, parent or guardian of a student, or school employee may provide feedback regarding one or more of the materials in the library collection of the student's or employee's school by submitting a request for reconsideration on the school's website.
- 5.7 The request submitted will be provided to the school principal (and other appropriate personnel).



## **LIBRARY SERVICES AND COLLECTION PROCEDURE (INS-P048)**

Clarksville-Montgomery County School System

---

- 5.7.1 The principal will notify the Director of Schools and Chief Academic Officer of the request for reconsideration of a material.
- 5.7.2 The challenged material will remain available for use and review during the reconsideration process.
- 5.8 Upon receipt of request for consideration the principal will request a review of the challenged material within 15 instructional days by an ad hoc materials review committee. The review committee is appointed by the principal and includes certified library media personnel, a school administrator, representative(s) from classroom teachers, one or more parents from the school and the appropriate Director of Instruction and Learning (if middle or high school) or Director of Curriculum and Instruction (if elementary school).
- 5.9 The review committee will take the following steps after receiving the request regarding the challenged material:
  - a. Read, view or listen to the challenged material in its entirety;
  - b. Check general acceptance of the material by reading recognized and evaluative reviews;
  - c. Determine the extent to which the material supports the educational mission of the school;
  - d. Judge the material for its strengths and values and/or objectionable content;
  - e. Present a written recommendation to the school principal for further action to include communicating a final decision to the student/parent/guardian/school employee who made the request for reconsideration as well as to affected school employees and the Director of Schools and the Chief Academic Officer.
  - f. If the decision communicated by school principal is to remove the challenged material from the school's library collection, the Director of Schools will assess and determine the need for the material to be removed from all schools' library collections.
- 5.10 Upon reviewing the principal's decision based on the recommendation of the review committee, if the requestor wishes to appeal the principal's decision about the material(s) in question, the requestor may file a written notification for intent to seek review of the material by the Director of Schools. This request must be filed with the Director of Schools within 5 instructional days from the receipt of the principal's decision. If no request for review by Director of Schools is received within this time period, the decision of the review committee and school principal is final. If the requestor wishes to appeal the Director of Schools' decision about the material(s) in question, the requestor may file a written notification for intent to seek Board of Education review of the material with the Director of Schools. This request must be filed within 5 instructional days from the receipt of the Director of Schools' decision. If no request for Board review is received within this time period, the decision of the review committee and school principal is final.
- 5.11 The Director of Schools will advise the Board of Education and Board Secretary of the request for Board review as well as the recommendation of the review committee and school principal and Director of Schools.
  - 5.11.1 The Board Secretary will place the matter on the Board's agenda of a formal Board meeting.



## **LIBRARY SERVICES AND COLLECTION PROCEDURE (INS-P048)**

Clarksville-Montgomery County School System

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### **6.0 ASSOCIATED DOCUMENTS:**

- 6.1 [INS-A091](#) – Library Services and Collection Policy
- 6.2 INS-F164 – Request for Reconsideration of a Resource
- 6.3 [BUS-A003 Student Fees, Fines, and Charges](#)
- 6.4 [REC-P004 Collection of Debts](#)
- 6.5 T.C.A. §§49-6-3802, 3803, Age-Appropriate Materials Act of 2022
- 6.6 American Association of School Librarians  
<http://www.ala.org/advocacy/intfreedom/librarybill>

### **7.0 RECORD RETENTION TABLE:**

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
INS-F164 – Request for Reconsideration of Material or Resource	Front Office at schools	1 school year	Discard as needed after one school year	Locked file cabinet

### **8.0 REVISION HISTORY:**

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
		Initial Release
4/4/23	A	Clarified the role of the Director of Schools as the recipient and decision-maker in an appeal from a requestor, and the role of the principal as the communicator of a decision reached by a review committee.

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