



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 Curriculum and Instruction (if middle or high school), or the Director of Teaching and Learning (if elementary level).

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:
 - 5.2.1 Support and enrich the curriculum and/or students' personal interests and learning
 - 5.2.2 Meet high standards in literary, artistic, and aesthetic quality; technical aspects; and physical format
 - 5.2.3 Be appropriate for the subject area and for the age, maturity level, emotional development, ability level, learning styles, and social, emotional, and intellectual



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development of the students who may access them, and consistent with the educational mission of the school.

- 5.2.4 Follows the age/grade levels from accredited resources recommended by American Library Association Selection.
- 5.2.5 Incorporate accurate and authentic factual content from authoritative sources.
- 5.2.6 Earn favorable reviews in standard reviewing sources and/or favorable recommendations based on preview and examination of materials by professional personnel.
- 5.2.7 Exhibit a high degree of potential user appeal and interest.
- 5.2.8 Represent differing viewpoints on controversial issues.
- 5.2.9 Provide a global perspective and promote diversity by including materials by authors and illustrators of all cultures.
- 5.2.10 Demonstrate physical format, appearance, and durability suitable to their intended use.
- 5.2.11 Pursuant to T.C.A. 49-6-4803, materials shall not contain nudity, or descriptions or depictions of sexual excitement, sexual conduct, excess violence, or sadomasochistic abuse, or be patently offensive or appeal to the prurient interest¹.

- 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. Teachers are also responsible for periodically reviewing their classroom library collections. 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. As part of a periodic review, if any materials are found to be maintained in the school library collection that present a violation of state law, the material shall be removed. The principal will notify the Chief Academic Officer of any materials removed in accordance with this section.

¹ These terms are defined in T.C.A. 39-17-901.



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- 5.5 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.
- 5.6 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:
 - 5.6.1 No additional materials in the library collection or equipment will be issued to the student until restitution has been made; and
 - 5.6.2 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

- 5.7 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 of a resource using [this form \(INS-F164\)](#).
- 5.8 The request submitted will be provided to the school principal (and other appropriate personnel).
 - 5.8.1 The principal will notify the Director of Schools and Chief Academic Officer of the request for reconsideration of a material.
 - 5.8.2 The challenged material will remain available for use and review during the reconsideration process.
- 5.9 Upon receipt of request for consideration, the principal will convene an ad hoc materials review committee to evaluate the challenged material and make a recommendation on its continued use in the library within 30 calendar days. 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 Curriculum and Instruction (if middle or high school), or the Director of Teaching and Learning (if elementary level).
- 5.10 The review committee will take the following steps after receiving the request regarding the challenged material:
 - 1. Read, view or listen to the challenged material in its entirety;
 - 2. Check general acceptance of the material by reading recognized and evaluative reviews;
 - 3. Determine the extent to which the material supports the educational mission of the school;



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4. Judge the material for its strengths and values and/or objectionable content;
5. Present a written recommendation to the school principal for further action. The principal will then communicate the team's recommendation to the Director of Schools and the Chief Academic Officer.
6. Any recommendations communicated by a principal from a review committee shall be provided to the Board of Education by the Director of Schools or a designee. The Board may either approve or deny the recommendation. The Board of Education shall review any recommendations and approve or deny the recommendations in approximately 30 calendar days, and no later than 60 calendar days from the time the feedback was originally received.
7. If the decision 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.

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>
8/8/22		Initial Release



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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.
7/23/24	B	Made adjustments to the feedback review and evaluation process due to changes in state law in the 2024 legislative session.

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