



Britton-Hecla School District 45-4

Board of Education

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Selection and Review of Library Media

The board approves curriculum and curriculum-related materials for the district with input from administrators and staff. Those processes are covered in other board policies. Staff members seeking to procure materials for use during instruction must follow board policy, practices, and directives. Those items are not covered by this policy.

The district procures library books and other media available to students that are not part of a specific class or curriculum. For purposes of this policy, those will be called library materials. This policy addresses the selection and review of library materials, regardless of their source. This policy applies regardless of whether library materials are purchased using district funds, donated, or shared at no cost to the district.

This policy does not apply to external eBook vendors in that Britton-Hecla School district does not select the materials that are added to these platforms. EBook libraries from external vendors are not part of Britton-Hecla's library materials and as such Britton-Hecla is not responsible for the content found there. If the eBook vendor has the capability to do so, Britton-Hecla will make a reasonable effort to control access based on age and to review books upon request according to the process described in this policy.

The district's internet service provider has implemented filters which limit obscene materials from access by users. Further, the Board has implemented the following selection and review processes to limit potential obscene materials that could be located in hard copy or electronic format in school libraries.

Card catalog and ebook list available online to the public.

No Right to Materials. The board supports having excellent educational opportunities for students, including availability of library materials used to enrich the educational experience. However, the board and administration are responsible for considering materials based on a variety of factors and legal obligations. There is no right to force any material to be included or excluded. Staff requesting library materials do so only within the course and scope of their employment with the district.

Selection Process. The selection and approval of new library materials must comply with the district's general requisition, donation, and budgeting requirements. To ensure

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materials selected are appropriate for the district's students and consistent with the district's legal obligations, the following process applies to selection of library materials.

The superintendent will establish a library material review committee on an as-needed basis, consisting of at least one administrator, one teacher, and the librarian or media specialist. If the district has no assigned librarian or media specialist, then the committee will include two administrators and a teacher. The superintendent may appoint any teacher he or she deems appropriate based on availability and expertise related to the requested materials.

The school librarian, media specialist, or any individual requesting inclusion of library materials is responsible for submitting the request in writing to the library material review committee. The request must include the following

1. Name of the book, material, or resource;
2. The author, publisher, and supplier of the material;
3. The physical medium (*i.e.*, book, magazine, video, game, digital subscription, etc.);
4. The cost of the material;
5. A summary of the content of the material, including how it supports age-appropriate learning objectives, enriches the curriculum, and/o supports student development and learning;
6. The material's accolades, such as presence on best seller lists, awards won, and recommendations from professional library journals and organizations with a focus on K-12 school library materials; and
7. Whether any of the content in the material represents a perspective that may not be universal, such as a political, religious, or social perspective for which disagreement or differences of opinion exist. The summary should include a description of these items.

The committee will review the requested materials within the timeframe established by the superintendent. In the event the committee does not agree on a particular request, the administrator makes the final determination. There is no appeal from this determination.

Requested Review of Library Materials. A concerned parent of a current student or a patron living within the school district boundaries may request the review of a specific library material (*i.e.*, a specific book, magazine, etc.) or portion of a specific library material. The parent or patron must first discuss their concern with the building principal and explain their concern regarding the library material. If there is no principal assigned to that building, the parent or patron should discuss their concern with the superintendent. The board believes most concerns will be resolved in this manner.

If the parent or patron is dissatisfied after the informal review and discussion with the relevant administrator, they may request a review in writing. To request a review, the individual must complete the Library Material Review Request form and submit it to the superintendent.

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The superintendent and library material review committee will review the request within a reasonable time after receiving it. The committee may consult with additional staff, subject matter experts and/or legal counsel at their discretion. The committee may decide to remove the material, keep the material, restrict access to the material to students based on age or grade level, or make any other determination the committee deems appropriate. The committee’s decision regarding the review will be communicated to the requester in writing.

The decision of the committee is final, and the board will not hear any appeal regarding the review of library material.

Review/Revision History

Date	Type of Revision	Details
8/12/24	New Policy	Policies purchased from KSB – Replaced previous policies
3/10/25	Updated Language	Vendor material selection, added review committee