

## **Administrative Procedure 250**

# **Library Materials Selection and Adoption**

### **Background:**

The selection of learning resource materials (library books, print and non-print resources) shall be made in accordance with the criteria and objectives as found in this administrative procedure.

The materials selected for libraries or resource centers are to be complementary to curricula authorized by Saskatchewan Education and/or the Division. All materials are to be consistent with generally accepted social and moral standards of our community.

### **Procedures:**

1. The selection process of instructional materials for use in libraries and resource centers is delegated to professionally trained personnel; these persons shall be cognizant of the lists of learning materials and books authorized and recommended by Saskatchewan Education, the Director and various book selection aids used by librarians.
2. An understanding of the needs of the school, based on knowledge of the curriculum and existing material available shall guide the selection process.
  - 2.1. When students are viewing sensitive material, a letter will be sent home ahead of time to parents. Parents may request that their child be removed from class during this time.
3. When specific materials are challenged by one or more individuals, the Principal of the school shall be informed.
4. In the event of a complaint the following procedures shall apply:
  - 4.1. A copy of this procedure shall be given to the complainant.
  - 4.2. The complainant shall try to resolve his/her differences regarding the resource material in question with the Principal of the school.
  - 4.3. Should the complainant wish to pursue the matter beyond the school level he/she and the Principal shall complete the form called Complaint About Instructional

Materials By A Parent Or Elector (Form 205-1). This completed form will then be forwarded to the office of the Director.

5. The Director shall call a meeting of an ad-hoc Library Materials Review Committee which comprises a teacher, a librarian from a different school, the Principal, and the designated Superintendent.
6. The Library Materials Review Committee shall make recommendations to the Director about the offending material; this Committee would be entrusted with the task of recommending withdrawal; suspension; restriction of the material; no action; or further study

## **References**

Section 85, 87, 108, 109, 175 Education Act

Section 37, Education Act Regulations

### **Revised:**

June 2009

April 2014

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