

Governing Board Procedure

1. The philosophy of George Washington Academy and its Governing Board is to establish and ensure that every student (K-7) has access to a school library that offers a variety of materials to support classroom learning, provides research opportunities, and meets differing educational and recreational needs and interests. Students shall be encouraged to use the library media materials to expand their knowledge, understanding, appreciation, and enjoyment of various points of view on current and historical issues of the world in which they live.
2. The First Amendment of the United States Constitution guides the George Washington Academy library in both selection of materials and review of challenged materials. The First Amendment states: “Congress shall make no law respecting an establishment of religion, or prohibiting the free exercise thereof; or abridging the freedom of speech or of the press...” George Washington Academy and the Governing Board supports intellectual freedom in the school library.
3. The Governing Board delegates responsibility for developing regulations for administering this policy to the Executive Director and Assistant Directors of George Washington Academy, subject to review and approval by the Board.

Administrative Procedure

The Library Media Selection and Review procedure shall be administered according to the following administrative provisions:

Acquisition

1. Selection of all purchased or donated library materials shall be based on a combination of three or more of the following criteria:
 - a. Educational significance
 - b. Contribution to the curriculum
 - c. Validity, currency, and appropriateness
 - d. Accuracy, timeliness, and permanence
 - e. Favorable reviews, recommendations, and/or award nominees found in standard selection sources or from professional personnel
 - f. Potential appeal and interest
 - g. Recreational reading needs of students
 - h. Artistic quality and literary style
 - i. Reputation and significance of author, producer, publisher
 - j. Uniqueness, diversity and/or heritage of the state, region, or community
 - k. Support second language learners
 - l. Support special needs students
 - m. Support emotional and/or mental awareness
 - n. Requests and suggestions of students and parents that fit the above criteria

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2. The selection of library materials at the school level is under the direction of the teacher librarian and the Executive Director and/or Assistant Directors in conjunction with the Southwest Educational Development Center.
3. It is not possible for a library media specialist to read all library media center collection items, including but not limited to books, reference sources, magazines, and other media materials. In making selections for materials, input from reliable sources is considered (See Acquisition Section 1).
4. Library materials are available on a self-selection basis. Library staff or other school personnel may assist in recommending library materials.
 - a. Reading lists are available from many sources, and are not necessarily endorsed by the teacher librarian, school administration or Governing Board. Additional reading list sources include, but are not limited to professional journals, student book clubs, reading associations, teachers, library media specialists, commercial companies, and other sources.
 - b. Responsibility for reading, listening, and viewing library materials rests with the individual student and their parent/legal guardian.
 - c. Library staff and classroom teachers are available to consult with students and their parents/legal guardians to find appropriate materials. Employees are not responsible for the final selection.

Weeding

Weeding is essential to maintain a relevant and up-to-date collection. The school's library staff should periodically review the collection to determine which materials should be removed or replaced.

Books should be considered for removal if any of the following conditions apply:

1. The book is in poor physical condition. However, literary quality and availability of a replacement should be considered.
2. The book or series has been superseded by books containing more current information.
3. The book contains subject matter no longer needed to support the curriculum.
4. The book contains wrong, inaccurate, or dated information.
5. The book encourages stereotypes.
6. The book receives little use.

Parental Restriction of Individual Student Access

George Washington Academy recognizes the rights of parents/legal guardians under state law to restrict their child's access to materials the parent/legal guardian deems inappropriate. However, no parent/legal guardian has the right to make that decision on behalf of other students. A parent/legal guardian desiring to restrict their own child's access to specific library materials shall submit the request in writing to the library staff and classroom teacher.

School Level Challenged Library Materials

A parent/legal guardian desiring action beyond restricting their own child's access to a particular book or material contained in the library of the school his/her child attends may challenge the placement of the item

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through the Challenge of Library Materials process. This process shall not apply to primary instructional materials used by a classroom teacher.

1. A challenger must submit a completed School Level Challenge of Library Materials Form to the school's library professional.
2. Upon receipt of the completed form, the library professional will notify the Executive Director and/or the Assistant Directors and call a meeting to introduce the request.
3. The material in question will remain in use during the challenge process.
4. The school library professional will provide the Executive Director and/or Assistant Directors access to the challenged material as well as public written reviews of the material from professional review sources.
5. After being afforded time to review the material and reviews, the Executive Director and/or Assistant Directors will reconvene, at which time the challenger has the option to meet with the Executive Director and/or Assistant Directors to present his/her views after which, the challenger will be excused.
6. The Directors will deliberate the issues and reach a decision whether to retain the material in the library or remove the material from the library.
7. The challenger will be notified of the decision in writing within a reasonable time period, but not more than ten (10) working days.
8. The same material cannot be challenged for at least three (3) years on the same criteria.
9. Any material that is determined to be inappropriate at the school-level will be forwarded to the Governing Board for review.

Governing Board Level Challenged Library Materials

If the challenger is not satisfied with the decision of the Executive Director and/or Assistant Directors, the challenger may appeal the decision through the Governing Board Level Challenge Appeal process.

1. A challenger shall submit a written Governing Board Level Challenge Appeal along with a copy of the original School Level Challenge form within ten (10) days of receiving the decision of the Executive Director and/or Assistant Directors.
2. The material in question will continue to be used as determined by the Directors during the Governing Board Level Appeal process.
3. The Executive Director will convene the Governing Board and provide them with access to the challenged material as well as public written reviews of the material from professional review sources.
4. The Governing Board members will read, view or listen to the material in its entirety as well as the reviews.
5. After being afforded time to review the material, the Governing Board will reconvene, at which time, the challenger will be given the option to meet with the Governing Board to present his/her views. The Governing Board will excuse the challenger for deliberations.
6. The Governing Board will decide whether to retain the material in the library, or remove the materials from the library.
7. The Governing Board will render a writing decision to the challenger within ten (10) days of meeting with the challenger.
8. Following the Governing Board decision there is no further administrative action.
9. The same material cannot be challenged at the Governing Board level for at least three (3) years.
10. At the Governing Board's or Executive Director's discretion, the challenge may be reported to the American Library Association's Office of Intellectual Freedom or Office for Library Advocacy for Assistance.