

## LIBRARY PROGRAM/CHALLENGED RESOURCES

### Background

The Division is committed to providing students access to an effective, integrated library program supported by a wide range of carefully selected learning resources.

Alberta's Goals of Basic Education identify a number of important educational outcomes that serve as a primary focus for developing programs and activities. The school library program can significantly impact the attainment of a number of these goals. Effectiveness is increased if library functions are directly integrated with the school's instructional program as planned and purposeful learning strategy.

### Procedures

1. School library programs will be integrated with goals and objectives of the school's instruction program as set forth in the statement, "The Goals of Basic Education in Alberta."
2. Schools within the Division will adopt the integrated school library program model outlined by Alberta Education in its "Focus on Research" document, 1990.
3. The Division will encourage the application of new technology systems and/or procedures for improving the efficiency and effectiveness of school library programs.
4. The library program will be evaluated in accordance with Division program evaluation policy and guidelines.
5. Direction and coordination of the school's library program will be facilitated by a library technician.
6. The Principal is responsible for ensuring the school library program operates in a manner consistent with the established goals and objectives.
7. The school library should provide a comprehensive collection of materials for school use, meeting the following criteria:
  - 7.1 Stimulate growth and knowledge, literary appreciation, aesthetic values and ethical standards.
  - 7.2 Provide information which will allow students to make considered judgments.
  - 7.3 Provide students with a perspective of our Canadian society and its many facets to show clearly the contributions of varied ethnic groups to our social, political, economic and creative life.

- 7.4 Provide students with a global perspective.
- 7.5 Seek a balance between fiction and nonfiction works as recommended by Alberta Education.
8. The selection of learning resources will satisfy the Alberta Education statement on controversial issues in the classroom on such matters as Canadian content, family life education, sex stereotyping, special creation and similar issues which may cause significant parental concern.
9. Challenged library and/or curricular materials are to be reviewed as follows:
  - 9.1 A verbal challenge shall initiate an informal review by the Principal in consultation with the librarian and appropriate teaching staff. Within five days, the complainant will be informed of the decision, and if necessary, the complete challenge process.
  - 9.2 A formal complaint will be requested in writing by the Principal if the concern is not resolved. (See Forms Manual.)
  - 9.3 The Principal will inform the Superintendent of both informal and formal complaints.
  - 9.4 The Principal will decide if formally challenged materials are to remain in circulation until the formal decision is made.
  - 9.5 The Principal will, within five school days of receiving a written complaint, form a review committee consisting of appropriate school personnel, parents, students or others; e.g. school council. This committee may:
    - 9.5.1 View, read or listen to disputed materials.
    - 9.5.2 Check recommended resource lists for reviews or recommendations regarding the challenged materials.
    - 9.5.3 Determine how well the material supports the curriculum.
    - 9.5.4 Review each point of the complaint to judge its validity.
    - 9.5.5 Receive oral and/or written presentations from concerned individuals.
  - 9.6 Receipt of formal complaints will be acknowledged in writing by the Principal.
  - 9.7 Within twenty days of the formation of the committee, the Principal will inform the complainant and the Superintendent, in writing, of the committee's decision to retain or reject the disputed material.
  - 9.8 The complainant may appeal the committee's decision to the Superintendent.
10. The Principal and library personnel, in cooperation with classroom teachers, shall plan together for the integration of the library program and classroom instructional program in their school.

Reference: [Form F 270](#)