

Book	Policies
Section	Chapter 7: Instruction
Title	Library Media Services
Code	Section 21
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Section 21. LIBRARY MEDIA SERVICES. Library media services shall be provided as a part of the total school program. Library media services shall provide a wide range of instructional and recreational materials on all levels of difficulty, with diversity of appeal, and the presentation of different points of view.

Library media services staff shall provide instruction, assistance, and support in the use of all information sources, i.e., print, nonprint, and electronic media.

District library media services shall be supervised by a staff member designated by the Superintendent.

Because school libraries are viewed as places for voluntary inquiry, library materials are to be treated differently than instructional materials that are used in the classroom. The intent of this policy is to maximize transparency of library materials and afford every parent and guardian the opportunity to make choices regarding their student's ability to check out those materials.

LCSD1 recognizes that parents and guardians hold an essential role in their child's education and have the right to determine what they believe is and is not appropriate library material for their student. Parents and guardians will be provided four options during

registration related to their student's ability to check out library materials: No Access to Materials Containing Sexually Explicit Content, Parent/Guardian Limited Access, Open Access, or No Access. Each student's access will be noted in the Student Information System and all access limitations will be noted in the Library Catalog System. A parent or guardian may change their student's access at any time throughout the school year. The District recognizes that each parent or guardian may have different concerns when it comes to what they believe is or is not appropriate for their own child to read and encourages parents and guardians to work with the school's library/media center staff and principal to curate a customized list of reading materials for their child.

The Superintendent will develop a process to ensure any limitations are communicated to the classroom teacher(s) and honored when accessing a classroom library.

Definitions:

- “Library materials” means all resources available within or through the library/media center that are not designated as instructional materials. Library materials may include, but are not limited to books, videos, sound recordings, licensed databases, and equipment.
- “Sexually Explicit Content” means textual, visual, or audio materials that depict sexual conduct or describe sexual conduct using more than a passing reference (such as the use of a sex-related expletive) or allusion.
- “Sexual Conduct” means any of the following:

(a) Masturbation or lewd exhibition, actual, simulated, or animated, of the genitals, pubic hair, anus, vulva, or female breast nipples;

(b) Sadomasochistic abuse, meaning actual, simulated or animated, flagellation, or torture by or upon a person who is nude or clad in undergarments or in a costume that reveals the pubic hair, anus, vulva, genitals, or female breast nipples, or in the condition of being fettered, bound, or otherwise physically restrained, on the part of one so clothed;

(c) Actual, simulated, or animated touching, caressing, or fondling of, or other similar physical contact with a pubic area, anus, female breast nipple, covered or exposed, whether alone or between humans, animals, or a human and an animal, of the same or opposite sex, in an act of apparent sexual stimulation or gratification;

(d) Actual, simulated, or animated stimulation of a human genital organ by any device whether or not the device is designed, manufactured, or marketed for such purpose; or

(e) Actual, simulated, or animated ultimate sexual acts, whether between human beings, animals, or an animal and a human being.

Check Out Access Options for Library Materials:

Parents and guardians will have the ability to choose one of the following Check Out Options for their student during the Registration Process:

- “No Access to Materials Containing Sexually Explicit Content” means the student will not have access to check out any library materials that have been identified as containing “sexually explicit content” as defined in this policy. Parents or guardians may also utilize this option to limit their student’s ability to check out library materials that have been nominated as potentially containing Sexually Explicit Content but that have not been formally reviewed.
- “Parent/Guardian Limited Access” means the student will only have access to check out books and materials specifically identified by their parent or guardian. District staff can also assist parents and guardians in curating an individualized list of library materials that meet their student's needs.
- “Open Access” means the student will have unrestricted access to check out all materials in their school’s library/media center, including library materials housed at different libraries from schools within the same or lower grade-band level (e.g., an elementary student would have access to all library materials through interlibrary loan located at any of the District’s elementary schools). Open Access does not include access to library materials housed at libraries located in schools that serve a higher grade-band level, absent specific parental/guardian permission (e.g., an elementary student would not have access to library materials located at the junior high school library unless the parent separately consents to the student accessing that material).

- “No Access” means the student will not have access to check out any library materials.

Identification of Sexually Explicit Content in Library Materials:

Parents or guardians of LCSD1 students may nominate library materials that they believe contain Sexually Explicit Content as defined in this Policy. Nominations must include at a minimum the title and author of the library material and what provision(s) of the material the parent believes constitute Sexually Explicit Content. Nominations shall be submitted on the form provided by the District to the building principal. The District shall maintain a list of all materials that have been nominated as potentially containing Sexually Explicit Content on the Library Section of the English Language Arts website.

The Superintendent shall further develop a regulation that outlines the process for the District to timely review nominated materials to determine whether the content within the material contains content that meets the definition of Sexually Explicit Content under this Policy. Materials shall not be designated as containing Sexually Explicit Content based solely on the sexual orientation or gender identification of the characters therein. Materials that are widely held to have serious artistic significance, or works of anthropological significance, or materials used in district approved curriculum shall not be designated as containing Sexually Explicit Content. The regulation shall provide for review by a District committee comprised of various stakeholders, including at least one parent. The Committee will provide their recommended determination, and the basis for that determination, in writing to the Superintendent. The Superintendent shall review the recommendation and will make a final determination and report the resolution to the Board of Trustees. The

determination of the Superintendent may be appealed to the Board of Trustees. The Board may conduct an informal hearing to determine whether the process was followed and whether there was sufficient evidence to support the Superintendent's determination.

Once formally reviewed, the District will update the list to reflect when the nominated material was reviewed and whether the material was determined to contain Sexually Explicit Content. The District will also make any supporting documentation publicly available. This process shall be separate and distinct from the process for Public Complaints about District Curriculum, Instructional Materials, and Library/Media Materials found in Chapter IX, Section 8.

Parents and guardians will be notified annually about the existence and location of both nominated materials and materials that have been identified as containing Sexually Explicit Content, and the ability to opt their child out of any of those library materials.

(1) Elementary and Junior High Schools.

Following formal review and identification, any existing library materials that contain Sexually Explicit Content must be removed from all elementary and junior high library/media centers and moved to a high school library/media center.

(2) High Schools.

Following formal review and identification, any existing library materials that contain Sexually Explicit Content will be put on the list called Library Materials Containing Sexually Explicit Library Content.

Opportunity for Parent/Guardian Review:

To further the goal of transparency and in recognition of the right of each parent or guardian to determine what is appropriate for their minor student to read, the District shall maintain an updated inventory of all library materials available to students on the Library Section of the English Language Arts website. So that parents and guardians are aware of new material that will be available in their student's library, the District will publish at least quarterly a separate list of newly procured library materials.

Selection/Procurement of Library Materials:

The District shall, through administrative regulation, develop a clear procedure for selecting new library materials.

Selection and acquisition of library materials at the elementary level will be supervised by a District librarian or content area coordinator. Library materials selected for elementary schools, whether free materials or purchased materials, will not contain Sexually Explicit content.

Selection and acquisition of library materials at the junior and high school level shall be made by District librarians. When considering procurement of library materials at the junior high and high school levels, librarians will endeavor to select materials, whether free or purchased, that do not contain sexually explicit content.

Materials that meet state and/or Federal legal definitions for pornography or obscenity will not be included in District library collections.

To ensure transparency with District stakeholders, an ongoing list of all library materials to be procured will be maintained on the district website and will be updated at least once a month.

Cross Reference - Chapter IX, Section 8, Public Complaints About District Curriculum or Instructional Materials.

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