



Title: Selection of Library Media Center Materials Procedure

Code: IJL R 1

Section: Section I: Instruction

We believe parents and guardians are their student's first teachers. We, as a District, have a shared commitment that parents and/or guardians should have a voice in their student's experience. The school library collection supports the District's mission and vision by providing access to diverse print, digital, and online resources aligned with Colorado Academic Standards and Career and Technical Education (CTE) standards. The collection supports the District's educational mission by promoting literacy, inquiry, critical thinking, and lifelong learning while fostering students' academic and personal interests. Professional library standards and best practices may inform implementation of this policy; however, all collection development and review decisions shall be governed by Colorado law, Board policy, Board-adopted selection criteria, and District procedures.

Responsibility for Selection and Weeding of Library Materials

The selection and weeding of library materials are the responsibility of certified library/media personnel, principals or their designees, and Learning Services staff.

- A. Library materials are selected to:
 - 1. Support and enrich the curriculum while advancing the District's educational goals.
 - 2. Provide students with diverse, high-quality resources in a variety of formats, reading levels, perspectives, and areas of interest.
 - 3. Promote critical thinking and informed decision-making by presenting multiple viewpoints.
 - 4. Foster literacy and a lifelong appreciation of reading through current, engaging, and varied literature.
 - 5. Maintain a balanced collection that supports thoughtful exploration of complex and controversial topics, including religion, government, politics, and current events.
- B. Selection and Weeding are based upon:
 - 1. Reviewing the existing collection, Colorado Academic Standards and Career and Technical Education (CTE) standards, student needs and interests, and relevant resources available in the marketplace.
 - 2. Considering recommendations from students, staff, and curriculum content teams as part of the selection process.

C. Certified library/media personnel, principals or their designees, and Learning Services staff share responsibility for selecting and weeding library materials. These decisions shall be guided by the criteria outlined in this procedure.

1. Be appropriate for the age. Materials containing graphic violence; explicit sexual content, profanity, or obscenity; or depictions or ideations of self-harm, harm to others, or drug use will be carefully evaluated for age-appropriateness. Materials containing graphically explicit sexual content will not be included.

For purposes of this policy, the following definitions will be used:

- **Graphically explicit sexual content:** written, visual or described material that depicts sexual acts, nudity, or intimate conduct in a detailed and vivid manner intended to portray the acts themselves rather than reference or imply them, and that is intended to arouse.
- **Graphic violence:** written, visual, or described material that depicts physical injury, torture, mutilation, dismemberment, extreme cruelty, or death in a detailed, prolonged, or vividly descriptive manner that emphasizes the infliction of injury or suffering. References to, discussions of, or non-graphic depictions of violence presented in historical, literary, scientific, or educational contexts shall not, by themselves, constitute graphic violence.
- **Depictions or ideations of self-harm:** written, visual, or described material that portrays, describes, encourages, glorifies, normalizes, or provides detailed methods for suicide, self-injury, eating-disordered behaviors, or other acts intended to cause harm to oneself. Works that address mental health challenges, recovery, prevention, treatment, resilience, or help-seeking behaviors shall be evaluated in the context of the work as a whole.
- **Depictions or ideations of harm to others:** written, visual, or described material that portrays, describes, encourages, glorifies, normalizes, or provides detailed methods for committing violence, abuse, terrorism, criminal acts, or other intentional acts designed to cause physical harm to another person. Consideration shall be given to whether such content is presented for educational, historical, literary, journalistic, or cautionary purposes.
- **Depictions of drug use:** written, visual, or described material that portrays, describes, encourages, glorifies, normalizes, or provides detailed instruction regarding the use, possession, manufacture, distribution, or misuse of controlled substances, illegal drugs, intoxicating substances, or the non-medical use of prescription medications. Materials that discuss substance use, addiction, prevention, treatment, public health, law enforcement, or historical events shall be considered in the context of the work as a whole.

Any determination regarding whether material is legally obscene or inappropriate for inclusion shall be made in accordance with applicable legal standards, including the Supreme Court's decision in *Miller v. California*, and shall consider the work as a whole rather than on isolated passages or elements.

2. Reflect diverse cultural perspectives.

3. Be found in reviews and recommendations from District approved organizations.
4. Demonstrate strong academic merit by meeting high standards of literary, artistic, and aesthetic quality and supporting meaningful learning and intellectual engagement.

Materials donated or gifted to a school library shall be accepted or rejected using the criteria outlined above.

Procedure for Selection and Weeding

- A. Certified library/media personnel, principals or their designees will review the existing collection to identify:
 - Adherence to policy
 - Strengths and gaps based on Colorado Academic Standards and Career and Technical Education (CTE) standards
 - Student needs and interests
- B. Periodically, the certified library/media personnel, principal or principal's designee, and/or Learning Services personnel will conduct an inventory of the school library collection and equipment. The inventory can be used to guide the selection and weeding process aligned to establish criteria and objectives outlined in this policy.
- C. Selection and weeding decisions will also consider professional guidelines, including copyright compliance, physical condition, circulation data, format (print or digital), and the need for duplicate copies.
- D. Materials may be retained despite meeting weeding criteria when they have significant:
 - Research value (e.g., unique photographs or content)
 - Out-of-print status
 - Local relevance
 - Unique illustrations
 - Value in maintaining topic balance
 - Rarity
 - Importance to the core collection.
- E. Removal of a library resource in response to a request for reconsideration shall occur only through the District's reconsideration process outlined in IJJ R 2. This requirement does not apply to routine collection maintenance, replacement, or weeding.

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Attachments

[IJL R 1 R Selection of Library Media Center Materials Procedure 5-24.pdf](#)