

*MEDICINE HAT PUBLIC BOARD OF EDUCATION OPERATES AS MEDICINE HAT PUBLIC SCHOOL DIVISION,
AND FOR THE PURPOSE OF THIS DOCUMENT WILL BE REFERRED TO AS "MHPSD" AND/OR "DIVISION"*

SECTION 700 – Educational Program

**ADMINISTRATIVE PROCEDURE: SELECTION OF LIBRARY LEARNING
COMMONS AND MATERIALS**

<i>PROCEDURE CODE:</i>	<i>714 AP 001</i>
Policy Reference: 714 – Library Learning Commons	Exhibits: 714 E 001 – Request for Reconsideration of Challenged Resources

GUIDELINES FOR ACQUISITION OF NEW MATERIALS

1. To provide materials in a variety of formats that will enrich and support the curriculum and the personal needs of the students, taking into consideration their varied interests, abilities, and learning styles;
2. To provide materials for the enjoyment and creative use of leisure;
3. To provide materials with differing viewpoints so that students may develop the practice of critical analysis;
4. To provide materials which are representative of many religious, ethnic and cultural groups to depict our multi-cultural heritage;
5. To select materials of high quality and to ensure a comprehensive learning resource collection appropriate to the students;
6. To place a priority on the selection of Canadian resources;
7. To ensure commercially-sponsored materials are as free as practical from advertising which is excessive, obtrusive, or objectionable;
8. To provide technologies for creating, learning and sharing.

RESPONSIBILITY FOR SELECTION

The evaluation, selection, and development of the library learning commons collection is the responsibility of the teacher-librarian (or designate) in collaboration with staff members under the authority of the principal. Students, staff and members of the community are encouraged to suggest resources and technologies for consideration.

GUIDELINES FOR REMOVAL OF MATERIALS

The removal of resources of limited usefulness is to maintain the quality of the collection. The evaluation of the library learning commons collection is the responsibility of the teacher-librarian (or designate) under the authority of the principal. As in the selection process, the input of teaching staff is encouraged.

Some factors to be considered in the decision to remove resources are:

1. Value to the curricula
2. Value to the collection
3. Physical condition
4. Number of duplicates available
5. Age or obsolescence
6. Amount of utilization
7. Cost to replace
8. Availability of replacement

Disposal of these materials is to be carried out according to procedures as outlined in the Medicine Hat Public School Division Library Handbook.

ADDRESSING CHALLENGED RESOURCES

1. Guiding Principles
 - 1.1. Every reasonable endeavour will be made to ensure that resources used in the school suit the student and instructional context.
 - 1.2. The responsibility of material selection (other than those materials recommended by Alberta Education) ultimately rests with the Division.
 - 1.3. Any resident may challenge or raise objection to resources used in a school's educational program.
 - 1.4. Parents/Guardians have the right to determine reading, viewing, or listening matter for their own children only.
 - 1.5. The right of freedom to read, view and listen shall be defended.
 - 1.6. The challenged material will be kept in circulation during the reconsideration process.

2. Procedure for Addressing Challenges

In the event that the suitability of a resource is questioned, the following procedure should be followed. A satisfactory resolution may occur at any point in this process:

- 2.1. The individual and the teacher-librarian (and/or school administrator) will review the selection procedure as outlined in this administrative procedure and its application to the challenged resource.
- 2.2. The individual will be requested to complete a formal "Request for Reconsideration of Challenged Resources" (Exhibit 714 E 001- Reconsideration of Challenged Resources).



- 2.3. On receipt of the completed form, the teacher-librarian and/or school administrator will make a determination. In all deliberations, the “Request for Reconsideration of Challenged Resources” will be used. If the matter is resolved at the school level, inform the Superintendent (or designate) of the action taken.
- 2.4. In the event that the matter cannot be resolved at the school level, the challenge shall be directed to the Superintendent (or designate).
- 2.5. In the event that the challenge is unresolved, it will be taken to the Board for final disposition.

REFERENCES

Alberta Education

Medicine Hat Public School Division Library Handbook

Approved: May 17, 2005

Revised: June 17, 2014



