

SECTION 700 – Educational Program

**ADMINISTRATIVE PROCEDURE: SELECTION OF LIBRARY LEARNING  
MATERIALS AND SCHOOL LITERARY MATERIALS**

<i>PROCEDURE CODE:</i>	<i>714 AP 002</i>
<b>Policy Reference:</b> 714 – Library Learning Commons	<b>Exhibits:</b> 714 E 001 – Request for Reconsideration of School Literary Materials

**OBJECTIVE**

Medicine Hat Public School Division is committed to maintaining a thoughtful and developmentally appropriate collection of school literary materials that support student learning, foster critical thinking, and reflect the diversity of our community. Available school literary materials should assist students to acquire skills in reading, observing, listening and communicating ideas and encourages students to participate in exciting and rewarding experiences. This procedure ensures compliance with Ministerial Order #034/2025.

**DEFINITIONS**

School Literary Materials: Any materials, including books, magazines, comics, graphic novels, or other literary or graphic materials, whether in physical or electronic form, that are accessible or available to children or students at a school.

Classroom Collection: A teacher's collection of literary materials, including books, magazines, comics, graphic novels, or other literary or graphic materials, whether in physical or electronic form, selected, curated, or managed by the teacher for use by or available to children or students in the classroom.

Explicit Sexual Act: An activity or action of a distinctly sexual nature, including but not limited to masturbation, genital or anal penetration, sexual contact between body parts, ejaculation, or use of sexual organs or substitutes, as defined in Ministerial Order #034/2025.

Visual Depiction: A visual or graphic representation, such as a drawing, painting, illustration, photographic or digital image, or video file.

## PROCEDURES

1. The evaluation, selection, and development of the school literary materials in the library/learning commons 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.
2. All school literary materials must comply with Ministerial Order #034/2025, including the prohibition of explicit visual depictions of sexual acts, except for technical/reference materials (e.g., dictionaries, encyclopedias).
3. Establish and maintain a current and publicly available listing of all school literary materials (excluding classroom collections), accessible to the public.
  - 3.1. The principal ensures that parents/guardians are informed of classroom collections. Parents/guardians must be provided with opportunities to view classroom collections upon request or at designated times (e.g., parent-teacher conferences).
  - 3.2. Classroom collections should also be regularly reviewed to ensure classroom collections align with the criteria established in 714 AP 001 and comply with Ministerial Order #0134/2025.
4. Provide information and reports on school literary materials to the Minister upon request.
5. The principal in cooperation with the teacher library or designate must establish processes for review, reconsideration, or removal of school literary materials annually.
6. Ensure all policies and procedures related to school literary materials are clearly communicated to staff, students, and parents, and are publicly available.
7. Materials are selected to:
  - 7.1. Enrich and support the curriculum and personal interests of students.
  - 7.2. Reflect diverse viewpoints, cultural backgrounds, and Canadian content priorities.
  - 7.3. Meet standards for educational relevance, age appropriateness, quality, accuracy, and durability.
  - 7.4. Support the development of reading, viewing, listening, research, and other educational skills.
  - 7.5. Be free from bias and stereotypes.
  - 7.6. Accurately portray First Nations, Metis and Inuit.
  - 7.7. Align with Alberta Education guidelines for fiction, nonfiction, and reference materials.
8. The principal, in cooperation with the teacher-librarian (or designate), will annually assess the library collection to:
  - 8.1. Ensure compliance with Ministerial Order #034/2025.
  - 8.2. Update and replace physical and digital resources as needed.
  - 8.3. Ensure sufficient materials for all curricular areas, especially core subjects.



- 8.4. Support diverse learning needs and age appropriateness.
- 8.5. Maintain quality, durability, accuracy, and currency of information.
- 8.6. Ensure items that no longer meet selection criteria or are in poor physical condition are removed from the collection and from circulation and disposed of. Disposal of items include removal from the database and destruction of the barcode and school identification.
- 8.7. Preferred disposal options of school literary materials include:
  - 8.7.1. Prioritize donation and reuse. Avoid inappropriate donations.
  - 8.7.2. Destroy or recycle when donation or reuse isn't possible.
  - 8.7.3. Ensure when content violates the Ministerial Order #034/2025 donation or reuse does not include children and/or students.
  - 8.7.4. Report all removals due to non-compliance with the Ministerial Order #034/2025 or reconsideration requests of school literary materials to the division.

Reference: Section 18, 52, 53, 196, 197, 204, 222, 225 Education Act  
Ministerial Order 034/2025  
Guide to Education ECS to Grade 12

**Revised:** January 1, 2026

