

**TITLE:** Selection and Review Policy for School Library Materials

**NUMBER:** BUL-145510

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Chief Academic Officer  
Division of Instruction

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**ROUTING**  
Deputy Superintendent of Instruction  
Region Superintendents  
Region Administrators of Instruction  
Principals  
Assistant Principals  
Teacher Librarians  
Teachers

**POLICY:** The purpose of this policy is to establish guidelines and criteria for the selection of materials that are to be included in the school library collection. This policy ensures that the school library collection supports the school's educational objectives, celebrates the freedom to read, is culturally responsive, and meets the needs and interests of the students and staff. This policy is guided by the [American Library Association's Library Bill of Rights](#), the [National Council of Teachers of English Students' Right to Read](#), and the [California Department of Education's District Selection Policies](#) recommendations. This bulletin will replace BUL-6222.2, *Criteria for Acceptance of Library Book Donations*, dated July 31, 2019, and BUL-5208.1, *Procedures for Reviewing Challenged Materials*, dated August 29, 2019. The aforementioned District policy bulletins have been retired.

**MAJOR CHANGES:** This is a new policy.

**GUIDELINES:** Library books, as defined by the American Library Association, are trade books that support the school curriculum and include books for recreational reading interests, unlike instructional materials, which are defined by California Education Code Section 60010 (h) as materials that are designed for use by pupils and their teachers as a learning resource and help pupils to acquire facts, skills, or opinions or to develop cognitive processes.

**Intellectual Freedom**

Intellectual freedom is the right of library users to read, seek information, and speak freely as guaranteed by the First Amendment. Intellectual freedom is one of the core values of the library profession; it promotes access to information and guides against censorship.

### **School Responsibility for Selection**

The school's Teacher Librarian is responsible for evaluating and selecting library materials in accordance with the school's curriculum, instructional programs, and community needs. Schools selecting materials for school libraries should be mindful of the school's educational goals, community, inclusiveness, authentic voices, quality of literature, and representation for students to see and respect themselves and others. A balanced collection also provides equitable access with multiple perspectives and opposing viewpoints. School budgets support ongoing library acquisition and collection development needs. The selection process can include a Library Leadership Team consisting of school administrators, teachers, students, and families. If the school does not have a credentialed Teacher Librarian, the staff member who supports the library will consult with their school administrator and Library & Textbook Support in selecting library materials (see Attachment A).

### **Selection Criteria for School Libraries**

The following criteria should be used in selecting school library materials that support the school's and district's educational goals and policies. In California, titles selected for each school are a local decision. Having a selection policy of materials intended for a school library is essential for the following reasons:

- **Educational significance:** Books available in the school library should be aligned with the academic curriculum and support the educational goals of the institution. Library materials should enhance the learning experience of students and supplement their studies by supporting information literacy skills as well as their interests in recreational reading.
- **Diversity and inclusivity:** The school library collection should represent a wide range of perspectives, experiences, and backgrounds. School library collections promote diversity and inclusivity by offering books that reflect the experiences of various cultural, ethnic, and social groups. This allows students to explore different viewpoints, foster empathy, and develop a broader understanding of the world. Materials in the collection should represent students' multiple lived experiences and backgrounds, exposing them to new ideas and worldviews different from their own, embrace student identities, and prioritize representation of historically marginalized communities. School library collections should be representative of different viewpoints on controversial subjects.

- Age appropriateness: The content in the school library collection should be suitable for the intended audience, taking into consideration the maturity, reading abilities, and sensitivities of different age groups. Materials shall be appropriate for the age, development, ability level, and learning styles of students.
- Intellectual freedom: The school library collection should provide a variety of viewpoints and allow for the exploration of diverse ideas and perspectives. Materials that provide background information that will motivate students and staff to examine their own attitudes and behavior and to comprehend their duties, responsibilities, rights, and privileges as participating citizens in our society. School library materials should encourage recreational reading.
- Quality and accuracy: The information provided in the school library collection should be reliable, up-to-date, and supported by reputable sources to ensure validity, accuracy, currentness, and appropriateness. Library materials should be copyrighted within the last five (5) years (unless a classic title). This is particularly important in an educational setting where students may rely on the library for research and learning. Reputation and significance of the author, high degree of readability or comprehensibility, high degree of potential user appeal, and quality and variety of format are additional considerations.
- Community standards: The school library collection should reflect the values, beliefs, and community standards of the school and its stakeholders, consistent with applicable law and District policies and procedures.
- Suitability of physical form for library use: paperback, board, lift-the-flap, spiral binding, activity books meant for individual use, pop-up, and books with toys for individual use are not to be included in the school library collection.

School library collections should consider value corresponding with cost or need. Students, parents, and school personnel may make suggestions for consideration for the school library collection.

The selection policy for school library materials ensures that the library collection is well-curated, supports educational objectives and intellectual freedom, encourages diversity and inclusivity, and respects the values of the school community. It helps in creating a vibrant learning environment and promoting the intellectual growth of students. See Attachment B for the School Library Materials Evaluation Form.

**Selection Tools**

Selection tools are used to assist in selecting library materials. The following tools are recommended to use in selecting school library materials.

- Library & Textbook Support recommended/cataloged titles.
- Reviews from reputable sources and professional organizations, including but not limited to Booklist, School Library Journal, Kirkus Review, Horn Book, VOYA, and Bulletin of the Center for Children's Books.
- [California Department of Education's Recommended Literature List](#)
- Recommendations by the American Library Association, Los Angeles Public Librarians, and children's literature experts in culturally relevant texts.
- National and state awards including but not limited to ALA Book and Media Awards, National Book Awards, and California Young Reader Medal.

**Maintaining a Quality Library Collection**

Weeding the library collection is essential to maintaining a culturally relevant and responsive collection. Library staff should annually review the collection to determine which materials may be removed or replaced. Materials to consider for weeding include items that:

- Are in poor physical condition.
- Have been superseded by more current information.
- Are outdated in content, use, or accuracy.
- Receive little use (e.g., no circulation in the last five years).
- Are mediocre or poor in quality.
- Are biased or portray stereotypes.
- Are inappropriate in reading level.
- Duplicate information already available.

**Criteria and Procedures for Library Donations**

Organizations and individuals frequently express an interest in donating books and other resources to Los Angeles Unified libraries. Generally, professional library staff must review potential library donations using the same criteria as purchased material. Additional criteria include the following:

- Donated materials should be new or barely used (in good to excellent condition with no writing or other defacing), complete, clean, durable, and attractive.
- Donated materials must be copyrighted within the last five (5) years (unless a classic title).
- Print reference materials, including atlases, encyclopedias, subject-specific multi-volume sets, and other non-fiction resources will not be accepted.
- All materials should have a reading level and an interest level of Pre-K through 12<sup>th</sup> grade.
- Non-fiction books will not reflect outdated stereotypes of racial or cultural groups in either the text or the illustrations and should avoid oversimplification of complex issues and other distortions that would give readers erroneous or misleading information.
- Materials that generally are not appropriate for library use, such as textbooks, and consumable instructional materials such as workbooks, periodicals, pamphlets, and catalogs, will not be accepted.

### **Procedures For Challenges to Library Materials**

LAUSD staff, residents, or the parents/guardians of children enrolled may formally challenge instructional materials used in the school's educational program on the basis of appropriateness. No request for reconsideration of school library materials will be entertained if the school has already reviewed the matter within the last academic year.

Los Angeles Unified School District is guided by the Library Bill of Rights, adopted by the American Library Association. (Attachment C).

The major criterion for the final decision is the appropriateness of the material for its intended use.

A decision to sustain a challenge shall not necessarily be interpreted as a judgment on the process of selection and/or use of the material.

### **Request for Informal Review**

The school receiving a request to challenge a school library resource shall try to resolve the issue informally.

Challenged material will remain in the library until the review and appeal process, if applicable, is complete.

The principal or other appropriate staff shall explain to the requester the school's selection procedure and criteria.

The principal or other appropriate staff shall explain the place the resource occupies in the school program (which also includes recreational reading), its intended usefulness, and additional information regarding its use, or refer the party to someone who can identify and explain the use of the resource.

If, after the informal process, the requester wishes to file a formal challenge, a copy of the District "Selection and Review Policy for School Library Materials" and a "Request for Review of Challenged School Library Materials" (Attachment D) shall be handed or mailed to the party concerned by the principal.

### **Request for Formal Challenge to School Library Materials**

Principals/administrative designees must take the following steps if a requester would like to formally challenge school library materials:

- Provide the requester with a copy of the district "Selection and Review Policy for School Library Materials" and a "Request to Challenge School Library Materials" form (Attachment E)
- Explain that the signed and completed form must be submitted before further action is taken. If the completed form is not submitted within ten (10) school days, the requester and the school may consider the matter to be resolved.

Upon receipt of a request, the principal will notify the Region Superintendent, Region Director, Division of Instruction, and Library & Textbook Support.

Within ten (10) school days of receipt of the request, the school will form a review committee which will meet to deliberate about the request. The principal/designee must establish a review committee composed of at least seven (7) people. Required members include a school-site administrator, department chair, school's director, school library personnel, and school-site faculty members. Additional members could include another site administrator, another faculty member, parents, or classified staff.

The review committee will determine whether the material that is challenged meets the criteria for selection set forth in this "Selection and Review Policy for School Library Materials" (see Attachment B). All committee members will review the challenged material in its entirety.

The written decision of the committee will be sent to the requestor, Region Superintendent, Region Director, Division of Instruction, Library & Textbook Support, and review committee members within thirty (30) school days of receipt of the request (see Attachment F).

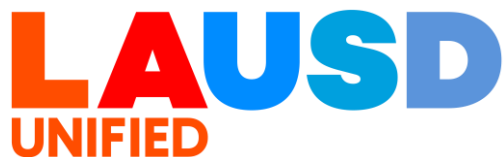
Within ten (10) days from notification of the decision of the school committee, the requester(s) may appeal the decision by writing to the Division of Instruction, [instruction@lausd.net](mailto:instruction@lausd.net). The Division of Instruction will review based on criteria for selection set forth in this "Selection and Review Policy for School Library Materials" (see Attachment B), and the appeal results will be sent to the requestor and school within twenty (20) school days of receipt of the appeal.

**AUTHORITY:** This is a policy of the Los Angeles Unified School District.

**RELATED RESOURCES:** [BUL-145709, Selection and Review Policy for School Instructional Materials](#), issued by Division of Instruction, October 9, 2023.

**ATTACHMENTS:** Attachment A – Guidelines for Schools without a Credentialed Teacher Librarian  
Attachment B – School Library Materials Evaluation Form  
Attachment C – Library Bill of Rights and Interpretations  
Attachment D – Request to Challenge Instructional Materials Notification  
Attachment E – Request to Challenge Instructional Materials  
Attachment F – Committee Decision Notification Letter

**ASSISTANCE:** For assistance or further information please contact Library & Textbook Support, [library@lausd.net](mailto:library@lausd.net)



## Guidelines for Schools Without a Credentialed Teacher Librarian

The books and materials that students are exposed to in a school library can help students develop a sense of identity and self while developing a balanced perspective of the world around them. Schools selecting materials for school libraries should be mindful of the school's educational goals, community, inclusiveness, authentic voices, quality of literature, and representation for students to see and respect themselves and others. A balanced collection also provides equitable access with multiple perspectives and opposing viewpoints.

Materials may be selected and ordered without consultation with Library & Textbook Support from the following approved resources:

- Library & Textbook Support recommended and approved titles
- [California Department of Education's Recommended Literature List](#)
- National and state awards including Newbery and Caldecott Medal and honor books; Coretta Scott King winners; Pura Belpre winners; and California Young Reader Medal
- Series of books where at least three books in the series have been evaluated and cataloged by Library & Textbook Support

For materials that are not included in the above, the school is to consult with Library & Textbook Support.

- If the school has a list of books already in mind, send the quote to [library@lausd.net](mailto:library@lausd.net) for review prior to ordering.
- For individual titles, please use this form, <https://bit.ly/SingleBookEvalRequest>. Library & Textbook Support will evaluate the title and follow up with the school.
- If the school does not have a list of books already in mind, please email [library@lausd.net](mailto:library@lausd.net) and ask for a consultation for library materials selection. Include budget and any additional information deemed appropriate.




**Los Angeles Unified School District**  
 School Library Materials Evaluation Form

Recommend \_\_\_\_\_ Do not recommend \_\_\_\_\_

Author(s) \_\_\_\_\_

Title \_\_\_\_\_

Publisher \_\_\_\_\_ ISBN \_\_\_\_\_ Copyright Date \_\_\_\_\_

	Yes	No	N/A
1. Does the material support and enrich the curriculum (Educational Significance).			
2. Are the materials content, vocabulary, reading level, and format appropriate for the student for whom it is intended for (Age Appropriateness).			
3. Does the material include accurate and current information (Quality and Accuracy).			
4. Does the material contribute to a balanced site library collection (Diversity and Inclusivity).			
5. Is the material relevant to the school community (Community Standards).			
6. Does the material represent differing points of view on controversial subjects (Diversity and Inclusivity).			
7. Are the students' ethnicities, social classes, genders, languages, sexual orientations, nationalities, religions, and abilities represented respectfully (Diversity and Inclusivity).			
8. Does the title support student interest and choice (Intellectual Freedom).			
9. Is the writing well edited with no spelling or grammatical errors (Quality and Accuracy).			
10. Does the writing serve a purpose (Educational Significance).			
11. If the material is information text, are sources cited? Do the sources support, extend, and inform the content presented (Quality and Accuracy).			
12. Does the material represent different perspectives, experiences, and backgrounds to foster an inclusive and equitable learning environment (Diversity and Inclusivity).			

Name of evaluator \_\_\_\_\_

Date of evaluation \_\_\_\_\_



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## Library Bill of Rights and Interpretations

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.
7. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Legal Authority: U.S. Constitution, First Amendment; Cal. Constitution, Art. I, Section 2; Education Code sections 18100 *et seq.*, 35160.



[School Letterhead]

Date

Dear

Thank you for sharing your concerns regarding the use of [name of school library material] at our school. The District has developed procedures for selecting school library materials but recognizes that not everyone will agree with every selection made.

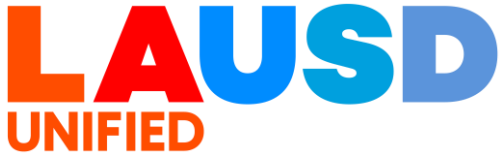
To help you understand the selection process, we are sending copies of the District's:

- Selection and Review Policy for School Library Materials; and
- Request to Challenge School Library Materials

If you still have concerns about the library material after you review documents, please complete the Request to Challenge Library Materials form and return it to me. You may be assured of prompt attention to your request. If you have not shared the completed form with me within ten (10) school days from the date of this letter, we will consider your request resolved.

Sincerely,

Principal



**Request to Challenge School Library Materials**

Name \_\_\_\_\_

Email \_\_\_\_\_

Telephone number \_\_\_\_\_

Address including city, state, and zip \_\_\_\_\_

\_\_\_\_\_

Group affiliation if any \_\_\_\_\_

Name of school using library materials \_\_\_\_\_

Material in question (circle one): book, ebook, online subscription resource, or periodical

Title \_\_\_\_\_

Author \_\_\_\_\_

ISBN if possible \_\_\_\_\_

Publisher/other book-identifying information \_\_\_\_\_

Please explain your objection to the library material. Please be specific and include page number, section, and direct quotations where applicable \_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



LOS ANGELES UNIFIED SCHOOL DISTRICT  
POLICY BULLETIN

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Did you read or listen to the entire work? Circle one\_      YES      NO

Please list any resource(s) you suggest to provide additional information and/or viewpoints on this topic\_\_\_\_\_

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Signature\_\_\_\_\_

Date\_\_\_\_\_



[School Letterhead]

Date

Name

Street Address

City, State Zip

Dear [Name]

This letter is to provide you with notification of the determination of your request to challenge school library materials. On [Date], the Library Materials Review Committee met, consistent with the guidelines in the District's Selection and Review Policy for School Library Materials, to review your request to challenge the following library material [title and author]. After careful consideration of the information provided and applicable District policies, the Review Committee determined that your request to challenge the school library material should be [Granted/Denied].

Per District policy, should you wish to appeal this decision, you must appeal in writing to the Division of Instruction, [instruction@lausd.net](mailto:instruction@lausd.net) within ten (10) school days of this notification.

Sincerely,

[Principal/designee's name]

[Title]

c: Region Superintendent  
Chief Academic Officer  
Region Director  
Library & Textbook Support  
Review Committee Members