

Section:	<b>Curriculum &amp; Instruction</b>
Policy:	<b>6.04</b>
Revised:	<b>2020</b>
Approval:	

## 6.04 Library Policy

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### 1. Rationale

Reading is the foundation for all the other subjects. The development of reading is therefore one of the primary goals of the school. One of the most effective ways to develop reading skills in students is to provide them with an abundant supply of good, free reading material and encourage them to read on their own for pleasure. Since students' values are significantly influenced by what they read, and since library books are freely accessible to students and will be read independently without teacher supervision, it is important that every book be above question as to the values it promotes. While ensuring this, it is also important to provide a wide spectrum of reading materials in order to broaden students' understanding of, and appreciation for, the scope of literary knowledge available.

### 2. Policy

- 2.1. The Principal is responsible to oversee the selection of library materials in accordance with the procedures outlined in this policy.
- 2.2. The Principal is responsible to facilitate a challenge process for literature available in the library.

### 3. Selection of Materials

- 3.1. The librarian, as the Principal's delegate has the responsibility for selecting materials in accordance with this policy.
- 3.2. The main objective of the library collection is to support the educational programs of the school.
- 3.3. The library collection needs to support student interest and be age/ability appropriate.
- 3.4. The library collection needs to support and stimulate growth in spiritual knowledge, factual knowledge, ethical standards and literary appreciation.
- 3.5. The library collection needs to promote positive choices for daily living.
- 3.6. All materials purchased for the library need to be evaluated by the librarian or and should
  - 3.6.1. support the mission of KCA
  - 3.6.2. be current and relevant
  - 3.6.3. have aesthetic, literary, social and/or spiritual value
  - 3.6.4. be appropriate in
    - 3.6.4.1. subject area
    - 3.6.4.2. age
    - 3.6.4.3. ability level
    - 3.6.4.4. emotional development
- 3.7. when selecting materials, the librarian should
  - 3.7.1. evaluate the present collection
  - 3.7.2. check to see that curricular and recreational needs are being met
- 3.8. When accepting material donations accept only those that will benefit the library and are congruent with this policy.

#### **4. Challenge of Materials**

Students need to have the freedom to read and make their own choices within the library; but sometimes parents or students do not approve of the choices available. In such situations, the following process should be followed:

- 4.1. Challenges to the appropriateness of the library holding must be made in writing to the librarian and Principal. Complaints should be specific as possible.
- 4.2. The librarian and Principal will review the material and attempt to resolve the issue with the challenger.
- 4.3. If a mutually acceptable resolution appears impossible, a review committee, which will include the principal and two teachers, will be formed.
  - 4.3.1. review the material in its entirety
  - 4.3.2. prepare a report on their findings which will include a recommendation
  - 4.3.3. Decisions of the review committee may be appealed to the School Board in writing.