

Bartlett City Board of Education		4006
Descriptor Term: LIBRARY MATERIALS SELECTION AND ADOPTION	Descriptor Code: Instructional Services	Issue Date: 06/23/2014
	Rescinds:	Revised: 07/28/2022 07/25/2024

1 The “Library Collections” for each Bartlett City school have been developed over a period of years,
2 prior to the adoption of this Policy. After the passage of this Policy, the evolution of the BCS school
3 “Library Collections” shall be based upon the following processes set forth in this Policy.

4 **DEFINITIONS¹**

5 “Library Collections” refers to all materials made available to students by the school but does not
6 include materials made available to students as part of a course of curriculum.

7 “Materials” refers to books, periodicals, newspapers, manuscripts, films, prints, documents,
8 microfilm, discs, cassettes, videotapes, applications, and subscription content in any form.

9 **DEVELOPMENT OF THE LIBRARY COLLECTIONS²**

10 1. The Principal for each BCS school shall select four classroom teachers at the
11 commencement of each school year to serve on a Library Collection Committee, along
12 with their respective School Librarian. The Library Collection Committee shall review all
13 new materials that will be made available to students other than those materials made
14 available as part of a course curriculum. The BCS Instructional Supervisors shall be
15 consulted by the Library Collection Committee when the Committee is considering new
16 materials that are in the form of subscription content or applications.

17 2. The Library Collection Committee shall recommend to the School Principal the approval
18 of all new materials that will be made available to students other than those materials
19 made available to students as part of a course curriculum.

20 3. The criterion used by the Library Collection Committee when determining whether to
21 approve new materials shall be:

- 22 a) Whether the materials are appropriate for the age and maturity levels of the
23 students who have access to those materials, as prescribed by T.C.A. §49-
24 6-3803; and
- 25 b) Whether the materials are suitable for and consistent with the educational
26 mission of the school.

27 4. Based upon the Committee’s recommendation, the School Principal shall either approve
28 or deny the Committee’s recommendation.

29 5. The Library Collection Committee shall review the Library Collection annually to determine
30 whether there are any materials that:

¹ T.C.A. §49-6-3802

² T.C.A. §49-6-3803

- 1 a) May not be appropriate for the age and maturity levels of the students who
2 have access to the materials, as prescribed by T.C.A. §49-6-3803; and/or
3 b) May not be suitable for and consistent with the educational mission of the
4 school.

5 6. If the Committee determines that any of the materials in the school's Library Collection are
6 not appropriate for the age and maturity levels of the students who have access to the
7 materials and/or may not be suitable for and consistent with the educational mission of the
8 school, the Committee shall recommend to the School Principal:

- 9 a) That the material be removed from the school's Library Collection; or
10 b) That the material be removed from access to students based upon
11 students' ages or maturity levels.

12 7. The School Principal shall act on the Committee's annual review recommendations within
13 thirty (30) days after receiving the Committee's recommendation.

14 A list of materials in the school's "Library Collection" shall be maintained on each school's website.

15 **FEEDBACK³**

16 If a student, student's parent or guardian, or school employee believes that one or more of the
17 materials in the school's "Library Collection" of the student's or employee's school is:

- 18 a) Not appropriate for the age and maturity levels of the students who have
19 access to the materials; and/or
20 b) Not be suitable for and/or consistent with the educational mission of the
21 school,

22 then the student, student's parent or guardian, or school employee may provide feedback to the
23 "Library Collection Committee" of their concern. The feedback must be provided on a form that
24 will be provided on the school's website.

25 The Committee shall review all feedback provided and will recommend to the School Principal
26 the appropriate response to the feedback and action, if any, to be taken based upon the review
27 of the feedback. The School Principal shall provide a response to the student, student's parent
28 or guardian, or school employee within thirty (30) calendar days of when the feedback was
29 received by the Committee.

30 If the student, student's parent or guardian, or school employee is dissatisfied with the response
31 of the School Principal, the student, student's parent or guardian, or school employee shall submit
32 the original feedback form and the School Principal's response to the BCS Chief Academic Officer
33 for his/her review and evaluation. The BCS Chief Academic Officer shall provide a response to
34 the student, student's parent or guardian or school employee within thirty (30) calendar days of
35 when the feedback was received by the BCS Chief Academic Officer.

36 If the student, student's parent or guardian, or school employee is dissatisfied with the response
37 of the BCS Chief Academic Officer, the student, student's parent or guardian, or school employee
38 shall, within five (5) calendar days from receiving such response from BCS Chief Academic
39 Officer, submit the original feedback form, the School Principal's response, and the response of

³ T.C.A. §49-6-3803

1 the BCS Chief Academic Officer to the BCS Board Chairman for consideration by the full BCS
2 Board of Education.

3 Within sixty (60) calendar days from the date on which the Library Collections Committee received
4 the student's, student's parent or guardian, or school employee's feedback, the full BCS Board of
5 Education must consider the feedback provided along with the responses of the School Principal
6 and BCS Chief Academic Officer. If a majority of the BCS Board of Education determines that the
7 material in question is not appropriate for the age and maturity levels of the students who have
8 access to the materials, as prescribed in T.C.A. §49-6-3803, and/or is not suitable for, or
9 consistent with, the educational mission of the school, then the school shall remove the material
10 from its Library Collection.