



LIBRARY ACQUISITION AND CENSORSHIP POLICY

Purpose

- To provide a balanced, non-discriminatory library collection, covering a wide range of subject areas that meet both the educational and recreational needs of the students.
- To protect students from access to material that is likely to harm or disturb them.
- To provide a systematic way of dealing with controversial material in the library.

Guidelines

- The library technician is responsible for the selection of library resources in consultation with curriculum committees.
- The library technician will work closely with staff and students to identify areas within the collection that need improvement.
- Material is to be non-discriminatory and relevant to students and staff.
- Material will be selected for acquisition according to: authority, scope, treatment, arrangement, value to collection, special features and format.

Implementation

- Booksellers will visit the library on a regular basis to leave books for perusal and selection by the library technician.
- The library technician will also read publisher's catalogues and review journals.
- The library technician will liaise with section leaders to ensure that the library collection meets the needs of current curriculum programs.
- If an item is deemed to be controversial:
 - The library technician in consultation with the English Committee will write a brief evaluation of the item (less than 100 words) stating the strengths and weaknesses of the item within our collection, and will recommend a course of action to be taken regarding the item.
 - The evaluation and the item will then be taken to the assistant principal (Manager, Teaching and Learning Programs) to determine a decision on its inclusion in the collection, or any restrictions that will be placed on it.
- If there is a complaint about a particular item within the library:
 - The library technician will ensure that the complainant has an opportunity to view an entire copy of the item in question.
 - The complainant will be given the opportunity to discuss the problem with the library technician.
 - A *Request for reconsideration of material in the school library* form will be completed.
 - The library technician, assistant principal and principal will consider the complaint, and notify the complainant in writing of the decision and the reasons for it.

Evaluation

The following means will be used to evaluate the effectiveness of the library acquisition and censorship policy:

- Feedback from staff regarding the availability of resources to support their programs
- A record of complaints received and the decision made regarding each item
- A record of evaluation of all controversial items.

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