

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

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 Gifts to the library may be accepted only with the understanding that the disposition of such gifts  
5 becomes the prerogative of Bartlett City Board of Education.

6 **DEFINITIONS<sup>1</sup>**

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

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

11 **DEVELOPMENT OF THE LIBRARY COLLECTIONS<sup>2</sup>**

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

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

22 3. The criterion used by the Library Collection Committee when determining whether to  
23 approve new materials shall be:  
24 a) Whether the materials are appropriate for the age and maturity levels of the  
25 students who have access to those materials; and  
26 b) Whether the materials are suitable for and consistent with the educational  
27 mission of the school.

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

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<sup>1</sup> T.C.A. §49-6-3802

<sup>2</sup> T.C.A. §49-6-3803

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

- 3 a) May not be appropriate for the age and maturity levels of the students who  
4 have access to the materials; and/or
- 5 b) May not be suitable for and consistent with the educational mission of the  
6 school.

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

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

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

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

### 17 **FEEDBACK**<sup>3</sup>

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

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

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

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

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

38 If the student, student's parent or guardian, or school employee is dissatisfied with the response  
39 of the BCS Chief Academic Officer, the student, student's parent or guardian, or school employee

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<sup>3</sup> T.C.A. §49-6-3803

1 shall submit the original feedback form, the School Principal's response, and the response of the  
2 BCS Chief Academic Officer to the BCS Board Chairman for consideration by the full BCS Board  
3 of Education.

4 The full BCS Board of Education must consider the feedback provided at its next regular Board  
5 meeting following the Board Chairperson's receipt of the feedback form with responses. If a  
6 majority of the BCS Board of Education determines that the material in question is not appropriate  
7 for the age and maturity levels of the students who have access to the materials, and/or is not  
8 suitable for, or consistent with, the educational mission of the school, then the school shall remove  
9 the material from its Library Collection.