POLICY:	SELECTION OF SCHOOL LIBRARY LEARNING MATERIALS	#	712
SECTION:	700 : School Administration	Page 1 of	4
APPROVAL/REVISION DATE:	February 5, 2024	EFFECTIVE DATE:	February 6, 2024
REVIEW DATE:	February 2029		
CROSS REFERENCE:	Policy 902: Disposition of Complaints Form: Recording and Disposition of Complaints		

POLICY

1. 1.1 The Learning Materials selection policy shall assist the principal and the teacher-librarian of each school to acquire learning materials consistent with the explicit educational philosophy, aims and objectives of the Thunder Bay Catholic District School Board, including its commitment to equity and reconciliation.

1.2 Ultimate responsibility for materials selection lies with the teacher-librarian who functions within the framework of Board policy.

1.3 Final authority for the implementation of policy in the selection and acquisition of materials is vested in the principal.

GUIDELINES

2. Selection Policy Objectives

In order to satisfy the demands of the Ministry of Education and the mandate of the Thunder Bay Catholic District School Board, the Catholic school library functions:

2.1 to provide materials that affirm our Catholic Christian values;

2.2 to provide materials that will enrich and support the curriculum and personal needs of the users, taking into consideration varied interest, abilities, maturity levels, and learning styles;

2.3 to provide resources and texts reflective of the students' various identities, interests, knowledges, lived experiences, and linguistic resources;

2.4 to provide materials on various aspects of controversial issues so that users may develop, with Christian guidance, a practice of critical reading and thinking;

2.5 to provide Canadian materials which realistically represent our pluralistic society, and reflect the contributions made by Canadians of all backgrounds:

2.6 to provide a balanced collection appropriate for users in a Catholic school system, with material selected for quality rather than prejudice or personal opinion;

2.7 to provide materials that will stimulate growth in factual knowledge and literary appreciation;

2.8 to provide materials which promote the love of reading for reading's sake, develop appreciation and discrimination, satisfy natural curiosity, and contribute to the intellectual, physical, emotional and spiritual growth of the students according to their present and future needs.

2.9 to provide materials that are anti-oppressive, non-discriminatory and culturally relevant;

2.10 to provide materials in the two official languages, English and French, as well as materials which reflect the diverse linguistic and cultural heritage of Canada;

2.11 to provide materials that include various texts forms and genres, by creators with diverse identities, perspectives, and experiences, including diverse First Nations, Métis and Inuit creators.

3. Criteria for Selection

3.1 General criteria for selection of learning materials should fulfill the school library's basic objectives:

3.1.1 to implement, enrich and support the educational program of a school;

3.1.2 to promote the love and appreciation of books and reading.

3.2 An examination of the learning materials should consider:

3.2.1 relevance to Christian philosophy of a Catholic School system;

3.2.2 purposes of the material;

3.2.3 reputation and significance of the author and standards of the publisher;

3.2.4 timeliness or permanence of the material;

3.2.5 importance of subject matter to the collection;

3.2.6 authority in handling the subject;

3.2.7 Canadian content, authorship, publication;

3.2.8 gender, racial, stereotyping/bias;

3.2.9 price;

3.2.10 readability and appeal of the material;

3.2.11 literary merit;

3.2.12 quality of illustration;

3.2.13 recommendations in reputable, unbiased, professionally prepared selection aids.

3.3 Specific criteria for each school community are determined by the nature of the school's instructional program and the needs of the students in the particular community. Development of these criteria is accordingly the responsibility of the individual school, principal, and the teacher-librarian.

3.4 The process for selection is the responsibility of each school.

4. Replacement and Weeding

Selected materials are regularly assessed for their condition, accuracy, currency and usage. The removal and replacement process is based on these assessments.

5. Dealing with Challenged Materials

5.1 Despite the care taken in the selection of materials to assure their relevance and value to student and teacher, questions from individual members of the community regarding the suitability of individual titles may arise. In such cases the prime considerations are the fundamental freedom to read, the professional responsibility of the staff and congruence with Catholic philosophy rather than materials themselves.

5.2 In the event of a complaint, personnel involved should:

5.2.1 be courteous, but make no commitment;

5.2.2 inform the principal of any question or complaint in order to facilitate resolution at the school level;

5.2.3 have complainant complete the “Recording and Disposition of Complaints” form, available from the principal and handled according to Policy #902;

5.2.4 determine in consultation with the teacher-librarian whether materials may be sufficiently in question to withdraw immediately pending a decision of the principal. Critical reviews and evaluations of the questioned item should be consulted.

5.3 If the problem cannot be resolved in terms of the foregoing procedures, the principal shall direct the problem to the school's superintendent. The superintendent will convene an ad hoc committee comprised of two parents, one principal and one teacher to review the request and prepare a response.