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**Board Governance Policy Cross Reference:**

**Administrative Procedures Cross Reference:**

[Respect for Human Diversity](#)

**Form Cross Reference:**

[Library Materials Challenge Form](#)

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**Legal/Regulatory Reference:**

[South Interlake Regional Library](#)

[Statement on Intellectual Freedom and Libraries \(Canadian Federation of Library Associations\)](#)

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The Interlake School Division (ISD) recognizes the importance of enhancing the strength of our students by providing accessible, responsive and innovative library services.

ISD believes that school libraries are positioned to ensure reading is a key part of a student's development which improves focus, memory, empathy and communication skills. School libraries will strive to have the best and most up-to-date collection of age-appropriate books available to students.

**A. Selection of Materials**

**1. Intellectual Freedom**

We support all the principles affirmed by the Canadian Federation of Library Associations' "[Statement on Intellectual Freedom and Libraries](#)". This Statement recognizes that "libraries have a core responsibility to safeguard and facilitate access to constitutionally protected expressions of knowledge, imagination, ideas, and opinion, including those which some individuals and groups consider unconventional, unpopular or unacceptable. To this end, in accordance with their mandates and professional values and standards, libraries provide, defend and promote equitable access to the widest possible variety of expressive content and resist calls for censorship and the adoption of systems that deny or restrict access to resources."

## Procedures

- We take seriously our professional responsibility to safeguard and facilitate access to the widest possible variety of ideas and information.
- In selecting materials, we seek to enhance the balance, breadth and diversity of our collection.
- We establish a formal process to carefully review any challenges to library materials to ensure that our professional commitment to intellectual freedom is not compromised.

## 2. Responsibility for Selection

Final authority and responsibility for the selection of print and non-print materials in our collection rests with the school administrator who operates within the framework of ISD Administrative Procedures.

## 3. Method of Selection

Decisions about selection of materials are guided by the following considerations:

- a. Advancing the school's mission and current continuous improvement priorities
- b. Student interest
- c. Contemporary relevance (including truth & reconciliation in Canada)
- d. Cost/Value
- e. Availability in other locations and formats
- f. Maintaining balance, breadth & diversity of collection
- g. Literacy value
- h. Local significance
- i. Canadian authorship
- j. Accessibility
- k. Accuracy and quality of content
- l. Age and physical condition
- m. Language (primarily English but some French and Indigenous titles)

Requests to acquire specific materials made by students, staff, and/or parent/guardians will be given serious consideration.

## Procedures

To ensure appropriate selection has taken place, ISD Library Staff will:

- Review all material before selection.
- Use at least two (2) of the following tools to distinguish age-appropriate material:
  - [Scholastic Book Wizard](#)
  - [Common Sense Media](#)
  - [Kirkus Reviews](#)
  - [School Library Journal](#)

## B. Evaluation of Collection

School libraries will keep collections vital and useful by retaining or replacing materials. The collection is to be evaluated on an on-going basis. Weeding the collection to remove materials that are no longer current, that are in poor demand, that contain obsolete information, and/or that are in poor physical condition is done on an ongoing basis, section by section. Withdrawn materials and any weeded materials may be disposed of through a book sale or other means at the discretion of the school library staff in consultation with the school principal.

### Procedures

- Each school will make and implement an annual evaluation and weeding plan.
- At a minimum, every school will perform some evaluation and weeding every two years.

## C. Library Materials Challenge

### 1. Initiating a Materials Challenge

Students, and/or parent/guardians who would like the school library to consider labelling, reclassifying to a new shelving location, restricting, or removing materials currently in the library's collection must raise their concerns through the appropriate channels so that they can be dealt with fairly and openly.

### Procedures

- Individuals seeking to initiate a materials challenge must complete the [Library Materials Challenge Form](#) and submit it to the school principal who will inform the Superintendents' Department.
- Library staff will be acquainted with the Library Materials Challenge Form.
- Copies of the Library Materials Challenge Form will be kept at the main office of all schools.
- Only students and/or parents/guardians residing in the Interlake School Division may initiate a library materials challenge.
- If a student has borrowed the material being challenged, it must be returned before the Library Materials Challenge Form can be accepted.
- Materials subject to challenge shall not be labelled, reclassified to a new shelving location, restricted or removed from circulation pending final decision on the materials challenge.

## 2. Library Materials Challenge Committee

All library material challenges will be considered by an ad hoc committee consisting of the school library staff, two (2) school staff members, and the ISD Library Technician.

### Procedures

- The Library Materials Challenge Committee shall review the challenged material in its entirety as well as the Library Materials Challenge Form.
- The Library Materials Challenge Committee shall review the materials challenge in light of this Library Materials Administrative Procedure, the [Manitoba Human Rights Code](#) and other relevant human rights legislation, and professional standards established by reputable organizations such as the [Canadian Federation of Library Associations](#).
- The Library Materials Challenge Committee may, at their discretion, seek additional input from other Library staff, the [Manitoba Public Library Services](#), professional library associations or external experts to inform their decision.
- Following review, the Library Materials Challenge Committee shall present a written recommendation to the school principal to retain, label, reclassify to a new shelving location, restrict, or remove from circulation the challenged material, along with rationale for their recommendation. The school principal shall consider this recommendation and make a decision regarding the materials challenge.
- The Library Materials Challenge Committee's written recommendation to the school principal regarding the materials challenge, including their rationale, must be submitted within 20 school days of receiving the challenge.
- Any decision rendered by the school principal related to a materials challenge is final.
- Any library material may only be challenged once.
- The school principal shall share final recommendations regarding library materials challenges with the Superintendents' Department.

## 3. Communication to a Student/Parent/Guardian Initiating a Materials Challenge

The school principal shall communicate the final decision to the individual(s) who initiated the materials challenge within 40 school days of the challenge form being received.