



Library Materials Policy

Canyon Rim Academy's library supports and enhances student learning. CRA values our library and the staff who select, maintain, and preserve rich repositories of balanced, relevant, age-appropriate, and varied educational sources for students. This policy specifies the process for identifying materials to be included or disqualified from use in the school and classroom libraries.

Selection of Materials for Library Collection

The school librarian will initially select all materials under the direction of the administration, including gifts and donations, consistent with this policy using the following criteria:

- Overall purpose and educational significance
- Age and developmental appropriateness
- Timeliness and/or permanence
- Readability and accessibility for intended audience
- Artistic quality and literary style
- Reputation and significance of author, producer, and/or publisher
- Variety of format with efforts to incorporate emerging technologies
- Quality and value commensurate with cost and/or need

Library Collection Maintenance

The school librarian will inventory the library collection each year. The inventory may be used to remove damaged materials to be considered for replacement, to remove materials that are no longer relevant to the curriculum or interest of students, and to identify gaps or deficits in the library's collection.

A record of materials will be maintained by the librarian and teachers and include:

- title and author of the material
- intended use of the material
- date the material was acquired, if after this policy is adopted

Library Materials Review Process

Canyon Rim Academy will ensure it approves a least restrictive, transparent process for a library materials review request to be made. A library materials review request of a material may only be made by:

- a parent of a student that attends the school
- a student who attends the school
- an employee of the school

A library materials review may be based upon the concern that the material is a “sensitive material,” as defined in Section 53G-10-103, or upon concerns with age-appropriateness of content. To the extent possible, the identity of the requestor will be protected and kept confidential from all individuals outside of the review process outlined in this policy. If challenges become unduly burdensome the administration may limit the number of challenges an individual may make in the course of a school year.

The Library Materials Review Request Form will be available on the school’s website. The requestor must provide all information requested on the form including the requestor’s complaint or objection to the library material.

The material being reviewed will have restricted access and remain behind the circulation desk during the review process. Access will be limited to students with prior parent/guardian permission only. A list of restricted materials will be available on the school website.

The administration will form a Review Committee to include a reasonable and odd number of individuals. Members of the committee will include a facilitator chosen by the administration, at least one school administrator, a licensed teacher who currently teaches English language arts or subject relevant to the challenged materials, the school librarian, and parents of current students at the school that number at least one more than the school employees on the Review Committee, including parents reflective of the school community.

Upon receipt of a request for review, the school administrator will acknowledge the receipt of the request and convene the Review Committee within a reasonable time. The Review Committee will have up to 60 school days to review and make a determination on the reviewed material. The Review Committee will schedule meetings and maintain minutes of each meeting. The notes from each meeting will be retained by the administration along with all relevant documentation and the final determination. Members of the Review Committee will receive resources to complete the review process, including the following:

- access to the complete work that includes the material being challenged
- a copy of the Materials Review Request form (Appendix A)
- a copy of this policy

- relevant information about the title compiled and shared by the library staff, including the reason for initial approval of the material
- recorded public comment concerning the material from the Board of Trustees meeting, referenced below

Prior to a decision of the Review Committee, time for public comment regarding the material will be provided at a monthly CRA Board of Trustees meeting. The school will provide notice to parents about the opportunity to provide public comment and include the name of the material that is the subject of the materials review at least 48 hours prior to the scheduled Board meeting. The school will record all public comment, including written comments received, and make those comments available to the Review Committee within three business days of the public comment meeting.

The Review Committee will determine whether the material constitutes “sensitive material.” In deciding whether the material constitutes “sensitive material,” the Committee must consider *all* elements of the definitions of pornographic or indecent materials as defined in Utah Code Sections 76-10-1235, 76-10-1201, 76-10-1203, and 76-10-1227; and whether the material is age appropriate due to vulgarity or violence.

In deciding whether the material is age appropriate due to vulgarity, violence, or content, the Committee must consider the material taken as a whole and consider whether it has serious literary, artistic, political, *or* scientific value for minors. In deciding, the Review Committee should consider that serious value does not mean *any value* and greater protections should exist concerning content for elementary-age students.

The Review Committee will make a final determination of a reviewed material as follows:

- **Retained:** the determination to maintain access in a school setting to the challenged material for all students.
- **Restricted:** the determination to restrict access in a school setting to the challenged material for certain students as determined by the Review Committee.
- **Removed:** the determination to prohibit access in a school setting to the challenged material for all students.

The decision of the Review Committee will be determined by majority vote. A material may not be reviewed again for three school years following the Review Committee’s determination. The final determination of the Review Committee will be communicated

to the requestor, the CRA Board of Trustees, and appropriate employees within 5 school days of the decision being made. The administration will inform relevant parties regarding appropriate actions to take pursuant to a “restricted” or “removed” determination. The administration will maintain a list of all materials that receive a determination and make the list available to stakeholders.

If there is not an appeal of the Review Committee’s recommendation, the Review Committee’s recommendation is the final determination for the challenged material.

Appeals Process

The original requestor or another individual, who was not on the Review Committee, may appeal the determination of the Review Committee in writing to the school principal within 15 school days of receipt of the Review Committee’s final determination using an Appeal Request Form (See Appendix B). If an appeal is filed with the school principal, the CRA Board of Trustees will act as the Appeals Committee.

The Board of Trustees (Appeals Committee) may add parent or school administrator member(s) who did not participate in the initial Review Committee, only as necessary to have an odd number of members.

The Appeals Committee will have up to 60 school days to review and make a determination on the reviewed material. The final determination of the Appeals Committee will be communicated to the requestor and appropriate employees within 10 school days of the determination. A material may not be reviewed again for three school years following the Appeals Committee’s determination.

Communication

Canyon Rim Academy will have the following documents available on the school website:

this Library Materials Policy, Materials Review Request Form (Appendix A), Appeal Request Form (Appendix B), a list of all materials that are restricted while under review or have gone through the review process and been given a determination by the Review Committee or Appeals Committee.

References

Utah Code Section 53G-10-103, Sensitive Instructional Materials, state and federal law Board Rule R277-217, Educator Standards and LEA Reporting, or based on age-appropriate content.

Utah Code Section 76-10-1235

Utah Code Section 76-10-1201

Utah Code Section 76-10-1203

Utah Code Section 76-10- 1227