



UAA Library Policy

A. UAA libraries support and enhance student learning. UAA values libraries, media centers, and any staff who select, maintain, and preserve rich repositories of balanced, relevant, age appropriate, and varied educational sources for students.

B. This policy specifies the process for identifying materials to be included or disqualified from use in libraries and schools based on 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.

C. All employees of UAA must adhere to this policy and are subject to the UAA employee conduct policies for any personal violation.

II. Selection of Materials for Library Collection

A. The designated UAA staff members will initially select all library materials under the direction of the local board, including gifts and donations, consistent with this policy using the following criteria:

- 1. seek recommendations and work collaboratively with parents, patrons, others in the school community during the selection process;*
- 2. create a collection that reflects diversity of ideas; and*
- 3. create a collection that adheres to the law.*

B. Electronic databases and other web-based searches and content will be filtered through UAA's state-required internet filter.

C. Gifts and donations will be reviewed following selection criteria and will be accepted or rejected using the same criteria; and

D. The responsibility for final material selection rests with the designated UAA staff members under direction of the principal and governing board using the following criteria:

- 1. Overall purpose and educational significance;*
- 2. Legality;*
- 3. Age and developmental appropriateness;*
- 4. Timeliness and/or permanence;*
- 5. Readability and accessibility for intended audience;*
- 6. Artistic quality and literary style;*
- 7. Reputation and significance of author, producer, and/or publisher;*
- 8. Variety of format with efforts to incorporate emerging technologies; and*
- 9. Quality and value commensurate with cost and/or need.*

III. Library Collection Maintenance

A. Library materials will be maintained consistent with the criteria listed in II.D, state and federal laws, including Utah Code Ann. Section 53G-10-103, and represent varying viewpoints.

B. Designated UAA staff will inventory the school library collection and equipment each summer.

- 1. The inventory may be used to determine losses and remove damaged or worn materials to be considered for replacement.*
- 2. The inventory may also be used to deselect and remove materials that are inconsistent with the law, or that are no longer relevant to the curriculum or of interest to students.*
- 3. Identify gaps or deficits in the library's collection.*



IV. Library Materials Review Process

A. UAA will ensure that the school approves a least restrictive, transparent process for a library materials review request to be made in physical or electronic formats.

B. A library materials review request of a material may only be made by:

- 1. a parent of a student that attends the school;*
- 2. a student who attends the school; or*
- 3. an employee of the school.*

C. If challenges become unduly burdensome, UAA may limit the number of challenges an individual may make in the course of a school year.

D. 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 that with age-appropriateness of content.

E. The identity of the requestor will be protected and kept confidential from all individuals outside of the review process outlined in this policy, to the extent possible.

F. UAA will ensure access to a Library Materials Review Request Form (Google Doc on website).

G. The requestor must provide all information requested on the form including the requestor's complaint or objection to the library material.

H. The material that is subject to a review request will have restricted access by maintaining the material behind the circulation desk or requiring an access code for digital materials until the processes described in this policy are completed. Access is limited to students with prior parent/guardian permission only. A list of restricted materials shall be made available to the public.

I. The material's access level will be consistent until a final determination is made regarding the material.

J. Upon receipt of a request for review, the school administrator or designee will acknowledge the receipt of the request, create a case number for the review, and convene a Review Committee within a reasonable time according to the procedure outlined below:

- 1. A Review Committee will include a reasonable and an odd number of individuals.*
- 2. Members of the committee will include:*
 - i. a facilitator chosen by UAA's administration;*
 - ii. at least one administrator or designee;*
 - iii. a licensed teacher at the school who is currently teaching English language arts or subject relevant to the challenged material;*
 - iv. parents of current students at the school that number at least one more than the LEA employees on the Committee including parents reflective of the school community as required in Subsection 53G-10-103(3).*

K. The Review Committee will determine the amount of time needed for an adequate review of a material to make a thorough and thoughtful decision and inform the requester of the determined timeline with a preference for 30 school days where possible and no longer than 60 school days.

L. Members of the Review Committee will receive materials to complete the review process, including the following:

- 1. access to the complete work that includes the material being challenged;*
- 2. a copy of the Materials Review Request form;*
- 3. a copy of this policy*
- 4. relevant information about the title compiled and shared by UAA, including reason for initial approval of the material; and*

M. Prior to a decision of the Review Committee the school conducting the review will provide an opportunity for public comment regarding the material at a governing board meeting.

N. The school conducting the review 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 meeting for public comment.

O. The school conducting the review will record all public comments, including written comments received, and make those comments available to the Review Committee within 48 hours of the public comment meeting.

P. The Review Committee will schedule meetings as determined by the Review Committee and maintain minutes of each meeting.

Q. The notes from each meeting will be retained by UAA.



R. The Review Committee will determine whether the material constitutes sensitive material consistent with Section 53G-10-103.

S. In deciding whether the material constitutes sensitive material, the Committee must:

1. 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
2. whether the material is age appropriate due to vulgarity or violence.

U. 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, which may include the following objective criteria:

1. reliable, expert reviews of the material or other objective sources;
2. committee members' experience and background

V. In deciding whether the material taken as a whole has serious literary, artistic political, or scientific value as described in Subsection U., the Committee should consider that:

1. serious value does not mean any value; and
2. greater protections should exist concerning content for a library in an elementary or middle school setting.

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

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

X. The decision of the Review Committee will be determined by majority vote.

Y. A material may not be reviewed again for three school years following the Review Committee's determination.

Z. The final determination of the Review Committee will be communicated to the requestor and appropriate employees within 5 school days of the decision being made.

AA. UAA will maintain a list of all materials that receive a "removed" determination.

V. Appeals Process

A. 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 business days of receipt of the Review Committee's final determination using an Appeal

Request Form

B. If an appeal is filed with the school principal, the local governing authority will act as the Appeals Committee.

1. The local governing authority (Appeal 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.

C. 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.

D. The Appeals Committee will determine the amount of time needed for an adequate review, not longer than 60 school days and a preference for 30 school days, of a material required to make a thorough and thoughtful decision and inform the requestor of the determined timeline.

E. Members of the Appeals Committee will follow the same process as the original committee.

F. The requestor may petition the USBE for a procedural review of the Appeals Committee's decision.



VIII. Communication

A. An easily accessible webpage on the public website for _____(LEA's name) will be updated and available prior to the beginning of each school year to inform teachers, staff, students, and parents of the following:

- 1. A Materials Review Request Form (See Appendix A);*
- 2. An Appeal Request Form (See Appendix B);*
- 3. Application to serve on a materials Review Committee;*
- 4. A list of all materials that are restricted while under Review or have received a Review Committee or Appeals Committee determination.*

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