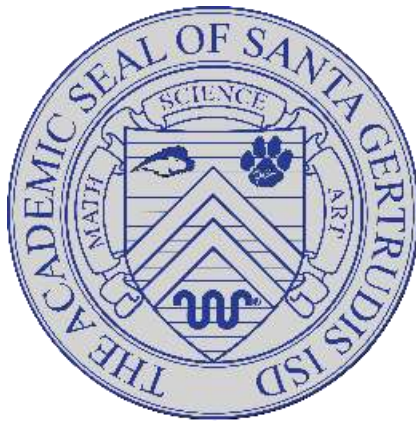


Santa Gertrudis Independent School District Library



Library Media Center Collection Development Policy September 23, 2025

I. Purpose

The Santa Gertrudis ISD Library Media Services Department's mission is to empower students and staff to become critical thinkers, enthusiastic readers, skillful researchers, and ethical users of information. Our libraries aim to foster a lifelong love of learning and reading by providing access to a diverse collection of resources, inclusive programming, and innovative learning spaces. We are committed to supporting the academic curriculum, promoting digital literacy, and collaborating with educators to enhance the educational experience for all students.

Because school and classroom libraries are designed as spaces for voluntary inquiry and exploration, library materials are distinguished from instructional resources used in direct classroom instruction. This policy establishes clear criteria for the selection, acquisition, review, removal, and replacement of library materials. Its purpose is to ensure transparency with parents and community members while providing students with access to high-quality, age-appropriate materials that support supplemental enrichment and literacy development.

This policy applies to all library resources available for student use or display, including those in school libraries, classroom libraries, online catalogs, mobile applications, and any other platforms accessible to students.

In Santa Gertrudis ISD libraries, students are encouraged to self-select reading materials as part of their literacy growth and personal exploration. Teachers and librarians, trained in board policy and professional standards, may guide students in making choices; however, the ultimate determination of appropriateness rests with the student and their parent.

The district affirms that parents are the primary decision-makers regarding their child's access to library materials and is committed to keeping parents informed about the resources available to students.

II. Collection Development Goals & Objectives

SGISD libraries aim to curate a collection of library materials that will:

1. promote literacy and a love of reading
2. support academic achievement
3. foster digital literacy and technology skills
4. cultivate information literacy
5. create inclusive and welcoming spaces for students, staff, parents/guardians and community members
6. support professional development
7. engage the community
8. promote equity and access
9. evaluate and improve library services

III. Definitions

- a. Library Material: As defined by TEC §33.020(3), “library material” means any book, record, file, or other instrument or document in a school district’s library catalog. This includes resources located in stand-alone school libraries as well as classroom libraries.
- b. Instructional Materials: As defined by TEC §31.002, “instructional materials” are content that conveys the essential knowledge and skills of a subject in the public school curriculum through a medium or combination of media. While both instructional materials and library materials are considered instructional resources, they are not interchangeable terms.
- c. Harmful Material: As defined in Texas Penal Code §43.24.
- d. Indecent Content: As defined by TEC §33.020(2).
- e. Obscene Content: As defined by the U.S. Supreme Court in *Miller v. California*, 413 U.S. 15 (1973), content is obscene if it:
 - f. Appeals to the prurient interest of the average person;
 - g. Depicts or describes sexual conduct in a patently offensive way; and
 - h. Taken as a whole, lacks serious literary, artistic, political, or scientific value.
- i. Profane Content: As defined by TEC §33.020(4).
- j. Pervasively Vulgar: As referenced in *Board of Education v. Pico*, 457 U.S. 853 (1982), and clarified in *Parent v. Lovejoy*, No. 073-R10-08-2024 (Texas Commissioner Decision, April 29, 2025). To determine if a material is “pervasively vulgar,” a finding of fact must show vulgarity exists throughout the work. A holistic review of the entire material (e.g., the whole book) is required.
- k. Educationally Unsuitable: As referenced in *Board of Education v. Pico* (1982) and clarified in *Parent v. Lovejoy* (2025). The term is broad and may include materials determined unsuitable for pedagogical reasons, because they encourage harmful behaviors, or for other valid factors. Determinations may be based on specific sections or on the work as a whole. Conversely, respected literary works that contain objectionable portions may still be deemed educationally suitable if they provide significant educational value overall. Any determination must include reasoning to support whether a material is suitable or unsuitable.
- l. TSLAC: Texas State Library and Archives Commission.
- m. LSLAC: Local School Library Advisory Council, as established by TEC §33.025.

IV. Roles and Responsibilities for Policy Implementation

To ensure effective implementation of this policy, the superintendent shall designate a district-level library supervisor responsible for carrying out all duties outlined herein.

Key personnel with responsibilities under this policy include:

- District-Level Library Supervisor – Appointed by the superintendent, this individual oversees district libraries and ensures compliance with all aspects of this policy. This role may be combined with other responsibilities, including serving as a campus librarian.
- Campus Librarian – A campus-level staff member responsible for managing and administering the campus library in accordance with district policy and professional standards.
- LSLAC Chair – Leads the Local School Library Advisory Council, coordinating council activities and ensuring alignment with district library goals.

- LSLAC Members – Serve on the Local School Library Advisory Council, providing input, guidance, and recommendations regarding library materials and services at the campus and district levels.

V. Library Material Requirements and Prohibitions

No library material shall be used, acquired, or purchased if it:

- Is harmful material;
- Contains obscene content;
- Contains indecent or profane content;
- Is pervasively vulgar or educationally unsuitable; or
- Violates any other prohibitions outlined in Texas Education Code §33.021(d)(2)(A).

The possession, acquisition, or purchase of any such material is strictly prohibited. Obscene content is not protected under the First Amendment to the United States Constitution.

All library materials must be age-appropriate **and** suitable for students. Materials must also comply with the Children’s Internet Protection Act (CIPA), 47 U.S.C. §254(h)(5), including implementation of technology protection measures where applicable.

Where appropriate, the district-level library supervisor shall ensure library materials align with **the School Library Programs: Standards and Guidelines for Texas** adopted by TSLAC under 13 TAC §4.1, as well as TSLAC’s Collection Development Standards, to support high-quality, legally compliant library services across all campuses.

VI. Library Catalog Requirements

Santa Gertrudis Independent School District shall develop and maintain a comprehensive library catalog of all library materials. This catalog shall include, but is not limited to:

- Materials located in school libraries and classroom libraries;
- Materials made available to students through online platforms.

The catalog shall provide identifying information for each item, including title, author, and subject, and shall specify the school(s) and classroom(s) where the material is available. It shall be searchable by title, school location, and classroom location.

The catalog shall be made accessible to parents and the general public via the district website in a prominent location and include a functional search feature. The catalog shall be updated at least annually, upon acquisition of board-approved library materials, or in response to the removal of a challenged item as determined by the Board. If the district does not have the capability for a fully searchable online catalog, a PDF version may be posted online and updated at least annually.

Each campus library shall also provide the ability for parents to review a printed list of library materials available at the campus.

Classroom libraries shall not contain library materials that are not listed in the district's library catalog. This restriction does not apply to instructional materials used as part of planned classroom lessons. The school librarian, or designee, at each campus is responsible for ensuring that every classroom library on the campus complies with this policy.

To encourage transparency and community engagement, the district shall maintain a feedback form on the district website, allowing students, parents, educators, and community members to provide input on library materials and services. Creation and content of the form shall be at the discretion of the district.

VII. Parental Rights and Control of Access

Santa Gertrudis Independent School District and each campus shall develop procedures to provide parents reasonable and efficient access to review library materials, including the district's online library catalog, upon request.

Parental Review and Opt-Out:

- Parents may submit to the principal or designee a list of library materials that their child may not be allowed to check out or otherwise access outside the school library.
- Parents may submit these requests via an electronic opt-out form, which shall be maintained in a prominent location on the district website.
- The district shall ensure that the online library catalog includes functionality allowing parents to submit opt-out requests for specific titles. If this functionality is not feasible, the district shall provide an alternative portal for submitting opt-out requests and make it accessible in a prominent location on the website.
- The district website shall also include links to all district and campus policies related to school libraries.

Age and Grade-Level Appropriateness:

- Regardless of parent opt-out requests, school librarians must ensure that students cannot access library materials that are not age- or grade-level appropriate.

Parental Access to Student Library Records:

- Through the district's learning management system or another online learning portal, upon request parents shall receive a record of each instance their child checks out or accesses library materials. This request may take up to ten days to fulfill.
- These records shall include, as applicable, the title, author, genre, and return date of each material.
- Updates to TEC §26.004 require that parents have access to these records even if the district does not maintain an online portal; the district shall provide alternative means for parents to access such information.

Digital Library Materials:

- All provisions regarding parental rights and access also apply to digital library platforms.
- The district shall ensure that all digital platforms used for student access to library materials provide parents the ability to restrict access to content for their child.

VIII. Local School Library Advisory Council

Establishment of LSLAC

If parents of 10% of enrolled students or 50 or more parents (whichever is fewer) submit a petition to establish a Local School Library Advisory Council (LSLAC), the district shall establish the council.

Composition of LSLAC

- The LSLAC shall consist of 7 members, with each Board of Trustees member appointing one member.
- The Board President shall designate the chair of the LSLAC.
- The Board Chair and a majority of appointed members must be parents of enrolled students and must not be employed by the district.
- Optional: Each trustee may appoint one non-voting member, who must serve in one of the following roles: classroom teacher, librarian, certified school counselor, school administrator, member of the business community, or member of the clergy.
- Statute requires a minimum of 5 members; this model aligns with the district's seven-member board.

Meetings and Records

- The LSLAC shall meet at least twice per school year—once in the fall and once in the spring—and at additional times as needed.
- At least 72 hours before each meeting, notice of the date, time, location, and subject shall be posted on a bulletin board at the central administrative office of each campus and on the district website.
- The district shall provide an audio or video recording of each meeting and prepare and maintain minutes that summarize deliberations, votes, and actions.
- Minutes and recordings shall be posted on the district website within 10 business days following each meeting.

Duties and Responsibilities of LSLAC

1. Review and recommend to the Board of Trustees policies and procedures for:
 - Acquisition of library materials consistent with local community values.
 - Processing challenges received by the district, including procedures outlined in this policy.

2. Evaluate proposed library acquisitions, including donated materials, for grade-level appropriateness, and present recommendations to the Board.
3. Determine whether removal of library materials is warranted due to harmful, indecent, or profane content, or inconsistency with local community values or age appropriateness; provide recommendations to the Board.
4. Review all challenges received by the district and present findings and recommendations to the Board.
5. Evaluate and make recommendations regarding joint-use agreements or collaborations with local public libraries or community organizations.
6. Recommend to the Board procedures for library material review subcommittees, which must:
 - Consist of at least five members appointed by the Board who are not on the LSLAC.
 - Have a majority of members who are parents of enrolled students and not employed by the district.
 - Meet at least twice annually and follow the same posting, minutes, and recording requirements as the LSLAC.
 - Recommendations from subcommittees require Board approval; if rejected, the LSLAC fulfills all required duties directly.

Standards and Legal Compliance

- All LSLAC recommendations must comply with TSLAC library standards (13 Tex. Admin. Code §4.2).
- Prior to presentation to the Board, the district's legal counsel shall review recommendations for adherence to TSLAC standards. Recommendations not compliant with TSLAC rules shall not be presented.
- The district-level library supervisor shall coordinate all LSLAC meetings and activities and ensure compliance with this policy.

IX. Library Material Acquisition and Management

Responsibility for Selection

The Board of Trustees holds the legal responsibility for approving the procurement and acquisition of all library materials. The board shall vote on proposed additions to the district's library materials catalog after receiving recommendations from the Local School Library Advisory Council (LSLAC), if applicable, or from the district-level library supervisor if no LSLAC exists.

The district-level library supervisor is responsible for the development and maintenance of the library materials catalog, including:

- Recommending new library materials for board approval;
- Reordering or replacing existing materials.

School librarians may submit requests for material acquisition based on the local needs and interests of their individual campuses. The district-level library supervisor shall evaluate such requests and present them to the board along with LSLAC recommendations, if applicable. The district-level library supervisor, with assistance from other school personnel, shall perform these duties consistent with the law and the board's adopted selection criteria and procedures.

Criteria for Selection

The district-level library supervisor shall collaborate with school librarians, library staff, faculty, and administration to guide application of this policy and provide recommendations for additions to the catalog. Collection development shall consider:

- Age groups and grade levels served;
- Access by all students within a campus and the district;
- Material type, content accuracy, and authoritative sources for non-fiction;
- TSLAC standards for school library collections (13 TAC §4.2(b));
- Local priorities, district standards, and feedback from parents, guardians, and community members;
- Consultation with library staff from similarly situated school districts.
- Enrich and support the Texas Essential Knowledge and Skills (TEKS) and curriculum established by Education Code, §28.002 (relating to Required Curriculum), while taking into consideration students' varied interests, maturity levels, abilities, and learning styles.
- Foster growth in factual knowledge, literary appreciation, aesthetic values, and societal standards.
- Encourage the enjoyment of reading, foster high-level thinking skills, support personal learning, and encourage discussion based on rational analysis.
- Reflect the values of the community by prohibiting materials that are pervasively vulgar or educationally unsuitable and recognizing that obscene content is not protected by the First Amendment.
- Represent the ethnic, religious, and cultural groups of the state and their contribution to Texas, the nation, and the world.

All recommended additions must be reviewed by district staff under the supervision of the district-level library supervisor to ensure compliance with applicable laws, rules, and local expectations before presentation to the LSLAC or board.

Procurement and Acquisition Procedures

1. **Submission of Materials:** School librarians and teachers shall submit proposed additions to the district-level library supervisor for review. This includes materials for campus or classroom libraries.
2. **LSLAC Review:** All materials under consideration, whether purchased or donated, shall be presented to the LSLAC for review, discussion, and a vote at an LSLAC meeting.
3. **Board Approval:** Following LSLAC review, the district-level library supervisor shall present recommendations to the Board of Trustees. Materials cannot be acquired or made available to students until board approval is granted.
4. **Donated Materials:** Donations may be accepted and stored by the district or campus but cannot be added to the catalog or distributed to students until approved by the board, except as required by law.
5. **Posting for Public Feedback:** Materials under consideration shall be posted on the district website for a minimum of 30 calendar days prior to board action.
6. **Replacement of Existing Materials:** Replacement of damaged library materials or additional copies of previously approved items may occur without new board approval.
7. **Digital Library Materials:** Selection and acquisition of digital materials shall follow the same policies and procedures as the physical library collection. The district shall ensure that digital access allows students to access only age- and grade-appropriate, board-approved content.
8. **Professional Reviews:** Materials receiving priority consideration for purchase should receive favorable reviews in at least one professional review journal (e.g., Booklist, School Library Journal, etc.). These reviews should designate at least one grade level served by the purchasing campus.
9. **Additional Sources:** While professional reviews are a primary consideration, the following sources may be consulted.
 - National and State Award Lists or Individual Award Titles
 - National, State, or Local Reading Lists
 - Vendor-Generated Lists
 - Recommendations or Requests from parents, educators, or community members
 - Consultation with the school district's educators and library staff and/or consultation with library staff of similarly situated school districts and their collections.
10. **Non-Reviewed Materials:** In cases where a professional review does not exist for a nonfiction book or a book in a formulaic series, the Librarian may exercise professional discretion while considering the publisher's reputation, the author's reputation, curricular

needs, endorsements by professional associations, and the need for a balanced, diverse collection that reflects the needs and interests of the student population.

By adhering to these guidelines and criteria, SGISD Libraries will ensure the procurement of high-quality, educationally valuable, and diverse materials that support the district's education mission and meet the needs of its students and educators.

Weeding Policy

Deselection of Materials The SGISD Library Media Center is committed to maintaining a dynamic and relevant collection that supports the educational and recreational needs of our 8 students, staff, and community members. To ensure our library resources remain current, useful, and engaging, we adopt the CREW (Continuous Review, Evaluation, and Weeding) method. This policy outlines our approach to systematically evaluating and removing outdated, damaged, or underutilized materials from our collections.

Benefits of Weeding

- **Enhances Collection Quality** - regular weeding ensures that the collection remains up-to-date, accurate, and relevant to the curriculum and students' interests
- **Improves Accessibility** - removing outdated or less-used items makes it easier for users to find and access high-quality resources
- **Optimizes Space** - weeding frees up space for new acquisitions, technology, and flexible learning environments
- **Increases Circulation** - a well-curated collection is more likely to be used, encouraging higher circulation rates
- **Supports Student Achievement** - by providing students with current and accurate information, we contribute to their academic success and lifelong learning

Types of Material Regularly Weeded

- **Outdated Information** - materials containing information that is no longer accurate or relevant, especially in fields like science, technology, health, and social studies
- **Damaged Items** - books and materials that are worn, torn, or damaged beyond repair
- **Low Circulation** - items that have not been checked out or used in a set period, typically 5-7 years, depending on the material type
- **Superseded Editions** - older editions of works that have been updated or replaced by newer editions
- **Duplicate Copies** - excess copies of titles that are no longer in high demand

- Irrelevant Subjects - materials that no longer align with the school district's curriculum or student interests
- Incomplete Sets - volumes from series or sets where missing parts render them less useful

Weeding Procedure

1. Selection Criteria - use the CREW method guidelines- considering factors such as condition, currency, relevance, usage, and accuracy of materials.
2. Evaluation & Review - assess materials based on selection criteria
3. Documentation - maintain a record of weeded items, including reasons for removal, to ensure transparency and accountability
4. Removal - remove barcode and spine label, mark out library name, and write discarded and date in front and back inside covers
5. Disposal - appropriately dispose of weeded materials through recycling, donations to other libraries or educational institutions, sales, or discarding as necessary
6. Replacement - identify essential materials that need replacement due to wear or obsolescence and prioritize their acquisition in the next purchasing cycle.

X. Challenges and Reconsideration

Challenge Form and Submission

Guiding Principles [See EFB(LOCAL)]

The following principles shall guide the review of a challenge of library material:

1. An individual may challenge library material used in the District's library program, despite the fact that the professional staff and the Board followed the proper procedure and adhered to the objectives and criteria for recommending and procuring library materials set out in this policy.
2. Access to challenged material shall be restricted during the challenge process.

In addition to compliance with state law and this policy, a criterion for the final decision on challenged library materials is the appropriateness of the material for its intended use. No challenged library material shall be removed solely because of the ideas expressed in the library material or the personal background of the library material's author or the personal background of the characters in the material.

A parent or legal guardian, district employee, or any district resident may formally challenge or request reconsideration of any library material in the district catalog using the Library Material Challenge Form, attached as an addendum to this policy. The form shall be prominently displayed on the district website.

Removal of material(s) based solely on the ideas contained in the material or the personal background of the author or characters in the material is prohibited.

The person submitting the challenge must identify how the challenged material violates library standards established under TEC §33.021 or this policy. Completed forms shall be immediately distributed to the district-level library supervisor and the school librarian upon submission.

Upon receipt of a challenge, the district shall temporarily restrict student access to the challenged material until the district resolves the challenge.

Challenge Adjudication

- The district shall provide a copy of the written challenge to the LSLAC, or an authorized subcommittee, within five business days of receipt.
- The LSLAC or subcommittee shall review the challenged material, meet, and submit a written recommendation and justification to the Board of Trustees within 90 calendar days of receiving the challenge.
- The recommendation must include written findings of fact, addressing each relevant criterion for board consideration:
 1. Whether the material is harmful material;
 2. Whether the material is pervasively vulgar;
 3. Whether the material is educationally unsuitable;
 4. Whether the material contains indecent or profane content;
 5. Whether the material refers to Internet content prohibited under this policy.
- Recommendations may be made by the full LSLAC or by a library material review subcommittee, as authorized under LSLAC duty #6.

Board Consideration and Action

- The Board shall take action on a challenge at the first open meeting after the 90th calendar day following receipt of the challenge or after the LSLAC/subcommittee recommendation is received, whichever is sooner.
- In adjudicating a challenge, the Board shall consider:
 1. The recommendation and justification of the LSLAC/subcommittee;
 2. Reviews by academic experts in the subject matter or grade level of the material;
 3. Suitability of the material for the intended subject and grade level;
 4. Adherence to TSLAC library standards under TEC §33.021.

- A library material shall not be removed solely because of the ideas it contains or the personal background of the author or characters.
 - The Board may amend LSLAC findings of fact to correct errors or omissions.
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Notification and Implementation

- The appropriate district administrator shall notify the complainant of the Board's decision within five business days.
 - If a challenged material is removed, the district shall notify teachers of the relevant grade level and instruct them to remove all copies from classroom libraries, if applicable.
 - If a challenged material is not removed, the district shall not take action on subsequent written challenges for the same material until two years have passed from the date of the Board determination.
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Appeal Process

- The complainant may appeal the Board's decision using the district grievance process.
- The Board shall take action on an appeal at the first open meeting after the appeal is filed.

XI. Annual Inventory and Removal of Library Material

The district-level library supervisor shall develop and implement a collection maintenance plan to ensure ongoing review and upkeep of all district library materials. The plan shall include:

1. Annual Systematic Inspection:

- Evaluate materials for removal or replacement due to damage, obsolescence, or irrelevance.
- Conduct an annual inventory of all library collections and equipment, in collaboration with campus library staff and administrators.

2. LSLAC Review:

- If the district maintains a Local School Library Advisory Council (LSLAC), the collection maintenance plan shall be submitted to the LSLAC for review and recommendations prior to adoption and before any subsequent revisions.

3. Recommendations for Removal:

- Following the inventory, the district-level library supervisor may recommend to the Board of Trustees the deselection and removal of materials that are no longer relevant to the curriculum, of interest to students, or consistent with the standards established in this policy.

4. Public Posting and Review:

- A list of all proposed library material removals shall be posted in a prominent location on the district website at least 30 calendar days prior to board action.
- During this period, individual board members may request access to any proposed material. The superintendent shall provide access as requested.
- Proposed removal materials shall also be reasonably available for parent review during reasonable hours, upon request.

5. Board Approval and Disposal:

- The Board of Trustees must approve the removal of any library materials from the collection.
- Once approved, all removed materials shall be disposed of in accordance with district property disposal procedures.

XII. Library Material Challenge Form

SGISD Library Materials Challenge Form

Under Texas Education Code (TEC) §33.027, a parent, district employee, or person residing in a school district may submit a written challenge to any library material in a school's library catalog. To submit a written challenge, an eligible individual must complete and submit the Library Materials Challenge Form. In accordance with TEC

§33.027, an individual completing the form must identify how the challenged library material violates library standards adopted by the Texas State Library and Archive Commission (TSLAC).

Upon receipt of a Library Materials Challenge Form:

- The district must submit a copy of the form to its local school library advisory council (LSLAC), no later than the fifth day after the written challenge is received.
- The district's LSLAC must make a recommendation for action no later than the 90th day after the council receives the challenge.
- If a school district has not established an LSLAC, the school district's board of trustees must take action on the written challenge at the first open meeting held after the 90th day after receipt of a written challenge.
- A school district must prohibit student access to challenged library material until the district takes action in response to the challenge.

An individual may submit an appeal to the board of trustees regarding a district's response to a written challenge. The board must take action on an appeal at the first open meeting held after the appeal is filed.

Name: _____ **Date:** _____

Email: _____ **Phone:** _____

Street Address: _____

City: _____ State: _____ ZipCode: _____

District/CharterSchool: _____

Campus: _____

Select all the following that apply:

- ☐ Parent/guardian of student enrolled in the district
- ☐ District employee
- ☐ District resident

Library Materials Challenge Form Instructions

1. Part I: Enter the title of the text, author, ISBN (if known), and how the challenged library material violates the TSLAC standards.
2. Part II: Follow the school district's instructions for submitting the Library Materials Challenge Form.

Library Materials Challenge Form, page 2

Part I: In the space below or in a separate attachment, provide the title of the text, author, ISBN (if known), and how the challenged library material violates the TSLAC standards. If submitting a separate attachment, please indicate below that there is an attachment.

Part II: Submitting the Library Materials Challenge Form

Email the completed form to: calvarez2@sgisd.net

For more details, visit the following link: [SGISD EBF School Board Policy](#)