



Title	Library Resources Policy
Effective Date:	June 1, 2022
Approval Date:	
Approving Body:	Superintendent
Supersedes:	

SCOPE AND NATURE

Philosophy

The goal of the school library is to select and provide a wide range of resources that are accessible for both the consumption and production of information and learning. The school's library resources foster delight, inquiry, and critical thinking enriching students' understanding of God's creation in all areas of life and learning.

Aims:

The library aims to be an integral part of the educational program serving as an extension of the classroom by supporting all areas of curriculum and recreational reading.

The Library resources seek to be current, balanced, and:

- correspond to the curricular program and school mission.
- provide for the various subject areas and curricular needs.
- developmentally suited to the maturity and ability levels of students.
- useful in developing research, reading, and learning skills at all grade levels.
- present perspectives from different cultures, societies, and religions.
- of high quality and quantity to meet the demands, pedagogy, and needs of the school for use in all areas of study. (Further reference: [Standards for School Library Programs in Canada](#))

RESOURCE MANAGEMENT

Responsibility

The library staff are responsible for the selection and acquisition of library resources in consideration of school mission, curricular needs, students' reading levels, special needs, and interests. Library staff and classroom teachers are encouraged to collaborate to curate and maintain library resources. The library staff coordinates finding suitable resources and promotes awareness of what is available in the library.

The selection of all in-class instructional materials is guided by the school's Learning Resource policy.

Criteria for Selection

The following questions might be considered as criteria in the balanced selection of resources.

- Does the resource reflect the Christian worldview that forms the foundation of the school's mission and vision?
- Does the resource support the school's curriculum and general areas of interest (both fiction and non-fiction)?
- Does the resource meet high standards of quality in content and presentation?
- Does the resource fit the subject area, reading level, and maturity of the student?
- Are the publisher and author credible?
- Has the physical format, appearance, and cost been considered (ie. suited for its intended use)?
- Are there resources from a variety of genres, cultures, societies, and religions?
- Do the resources include Canadian publishers, authors, and Indigenous content?

Reviews

Although library resources are selected on the basis the school's mission, vision, and curriculum, differences of opinion may arise about individual library resources. Any member of the school community who has questions or concerns about a library resource should discuss their concern with the Librarian and, subsequently, with the Librarian and the Principal. Results of earlier reviews of the material in question (if such reviews exist) may be shared with the person(s) currently raising the concern.

Parents/caregiver who question their child's readiness to deal with topics covered should discuss these concerns with their child, with the teacher, and/or Librarian.

If the explanation for including the resource in the library collection doesn't resolve the concern, the following process will be followed:

1. The person who has a concern completes a "[Request to Review a Library Resource](#)" Form and returns the form and resource to the Librarian, who will then review the challenged material(s).
2. The resource in question will be reviewed using the following guidelines:
 - a. Consider the challenged resource in context of its place in the curriculum and the school's mission.
 - b. Examine the resource as a whole.
 - c. Look again at the reviews written about the resource.
 - d. The librarian will formulate a written response and send it to the parent.
3. If concerns remain unresolved
 - a. The librarian and parent should go to the school principal.
 - b. If the person raising the concern is not satisfied with the recommendation of the school principal, the final route of appeal is the Superintendent.