



<b>Title</b>	<b>Library Resources Policy</b>
<b>Effective Date:</b>	June 1, 2024
<b>Approval Date:</b>	
<b>Approving Body:</b>	Superintendent
<b>Supersedes:</b>	Policy dated June 1, 2022

## 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 seeks to be current, balanced, and:

- correspond to the curricular program and school mission.
- provide for the various subject areas and curricular needs.
- suit the developmental level, maturity and ability levels of students.
- support the development of research, reading, and learning skills at all grade levels.
- represent diverse cultures, societies, and religions.
- meet the high standards of quality and quantity required by 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 align with the PCS mission and Guiding Educational Principles?
- Does the resource support the school's curriculum and general areas of interest (both fiction and non-fiction)?
- Does the resource encourage understanding and promote positive social attitudes and respect for diversity and individual differences?
- Does the resource help ensure that PCS students will see themselves and their life experiences, within a free, pluralistic, and democratic society as evidenced in the range of materials they see in the library collection?
- 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?
- Do the resources include Canadian publishers, authors, and Indigenous content?

## Reviews

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

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 with the Principal formally 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 Principal will formulate a written response and send it to the person requesting the review.
3. If concerns remain unresolved:
  - a. The final route of appeal is to the Superintendent who will facilitate the creation of an ad hoc committee to consider the resource.
  - b. The ad hoc committee will be composed of two board members, the Superintendent and a staff member selected by the Superintendent. Any decisions regarding the resource will be by majority vote. The Superintendent will communicate any decisions to the person requesting the review.

Some notes on reviews:

- a. If a resource has been challenged and appealed to the Superintendent, further reviews of the same resource will not be considered for at least two years.
- b. No more than one review will be considered at a time.