



OGDEN PREPARATORY ACADEMY

Official Policy

4. Curriculum and Instruction

4.09.POL Library Collections Policy

Effective/Revision Date: DRAFT

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LIBRARY MISSION

The Mission of the OPA Libraries is to instill in all students a love of reading and to ensure lifelong learning.

SUPPORT FOR INTELLECTUAL FREEDOM

The OPA Libraries are guided by the principles set forth in the American Library Association's [Library Bill of Rights](#) and [The Students' Right to Read](#) statement of the National Council of Teachers of English. The core belief presented in these documents is that education is best served by encouraging all learners to read broadly and well.

PURPOSE

Libraries serve a variety of purposes to the community. The purposes of the OPA Libraries and this policy include the following:

1. To provide faculty and students with materials that enrich and support the [Utah State curriculum](#) and meet the needs of the students and faculty served.
2. To provide students with a wide range of educational materials on all levels of difficulty and in a variety of formats, with diversity of appeal, allowing for the presentation of many different points of view.
3. To select materials that present various sides of issues, giving students an opportunity to develop analytical skills resulting in informed decisions.
4. To select materials in all formats, including up-to-date, high quality, varied literature to develop and strengthen a love of reading.

It is the goal of the Ogden Preparatory Academy Library to provide its users with quality materials that are selected with the overall purpose of ensuring that its staff and students are effective users of ideas and information and enthusiastic readers of recreational materials. The collection should support the curriculum in all disciplines as well as provide a common body of knowledge.

RESPONSIBILITY FOR SELECTION

The OPA Board of Education shall delegate to the OPA Administrative Team the authority over selection of library materials in all formats.

Responsibility for actual selection rests with professionally trained library personnel in each building using the board's adopted selection criteria and under the supervision of the OPA Administrative Team. Teachers, students, administrators, community members and others may participate by making recommendations; however, the final responsibility for the selection decisions rests with the school library professionals.

4.08.POL Curriculum Adoption, Appeal, and Review

SELECTION AND ACQUISITION CRITERIA

Each building librarian is responsible for creating a collection to support instruction, literacy, and recreational reading. The library professional shall seek input from teachers, other professional staff, and students.

In selecting learning resources, professional personnel will evaluate available resources and curriculum needs and will consult reputable, professionally prepared aids to selection, and other appropriate sources. The actual resource will be examined whenever possible.

The following will be considerations for selection of materials in the OPA libraries:

1. Educational significance: Supports Utah state curriculum
2. Reputation and standing of author or producer: Recommendations and reviews
3. Accuracy and scope of text: Timely and clear
4. Organization and presentation of contents: Easy to use with appropriate indices, bibliography, and glossary
5. Readability and comprehensibility: Language should be age and reading level appropriate
6. Potential user appeal: Supports reading programs and development
7. Artistic quality and or literary style: Encourages appreciation for quality materials
8. Format/binding: Library quality whenever possible
9. Value commensurate with cost and or need: Best quality possible
10. Variety of materials inclusive of all views

DONATION POLICY

The School Librarians will judge donations and gifts to be accepted or rejected. The following criteria will be applied when potential library materials are donated to the OPA libraries.

1. Must adhere to the same standards as purchases.
2. Librarian decides whether to include the gift in the collection, give it to a classroom teacher, or donate to a local institution.
3. All donations are permanent and irreversible.

SPECIAL COLLECTIONS

Both the Elementary and Jr. High library maintain collections that emphasis the school's Desired Results for Student Learning:

- Students will demonstrate bilingual ability in English and Spanish.
- Students will demonstrate the use of the seven habits of highly effective people.

CIRCULATION PROCEDURES

Librarians at both buildings will develop Circulation Procedures. These procedures will cover information about material check out, overdues, fines, damages, and other internal processes. The Circulation Procedures will be published in the OPA Libraries' Procedure Handbook.

AGE APPROPRIATE READING SELECTIONS

The School has two libraries: an Elementary School Library and a Junior High Library. The School Librarians will consider the age levels at each building when applying the selection and acquisition criteria.

At the Junior High Library, texts with a reading level of 9th-12th grades will be labeled with a Young Adult (YA) sticker. Texts with a post high school reading level will be labeled with an "Advanced" sticker.

OPA Elementary students who wish to check out or loan items from the OPA Junior High Library must make a request through the school librarians. Sixth grade students will be offered access to the Junior High Library after the first quarter of their sixth grade year. Elementary students may check out individual titles at the OPA librarian's discretion. Elementary students must receive parental permission for titles that are not deemed appropriate for their age level, maturity, or reading level, or if they wish to have full access to Junior High library materials (see Elementary Permission Slip for Junior High).

CONTROVERSIAL MATERIALS AND TEXT RESTRICTION

It is the responsibility of the School to provide a wide range of materials on different levels of difficulty and representing different points of view. School library professional staff will provide materials on diverse points of view on various issues to enable students to develop necessary critical thinking skills and to be discriminating users of information and productive members of society.

If a custodial parent or guardian has a concern about their child reading specific materials, such as a specific book series or texts by a specific author, they may contact the school librarian by email or in other written form. Upon receiving the written request, the librarian will place a note in the Patron Status portion of the student's library record in order to prevent the student from checking out these materials.

TEXT CHALLENGES

Prior to challenging an item, it is recommended that the custodial parent or guardian consider following the text restriction process in the Text Restriction section.

However, if the individual has broader concerns about a specific text, they may follow the text challenge procedure.

1. The following individuals may engage in the OPA Text Challenge Procedure:
 - a. Parents of students at the OPA;
 - b. OPA Faculty;
 - c. OPA Board Members; and
 - d. Current OPA Students
2. Any person desiring to challenge an item must present the challenge in writing using the Text Challenge Form.
3. Librarians and the Building Administration will communicate about the status of the book during the Text Challenge process.
4. A committee consisting of the librarian, the principal, a grade level teacher, and one parent or one Board Member will be assigned to consider the challenge and make a decision about the material. The Selection and Acquisition Criteria will be considered.
5. Every effort will be made to process a Text Challenge within 30 days of receiving the Text Challenge Form.

COLLECTION MAINTENANCE AND WEEDING

Selection is an ongoing process that should include removing materials that are no longer used or needed, adding materials, and replacing lost and worn materials that still have educational value. OPA librarians will develop procedures related to the inventory and weeding of materials. These procedures will be articulated in the OPA Libraries Procedures Manual.

Materials to be discarded will fit one or more of the following criteria:

1. Misleading or obsolete: out of date or factually inaccurate
2. Poor physical condition, worn out or beyond repair
3. Superseded by newer or better information
4. Trivial or of no literary, scientific, or curriculum merit
5. Irrelevant to the needs of the school
6. Low circulation

Library capacity may also be considered when selecting items to be discarded.

POLICY REVISION

This policy shall be reviewed according to the expectations set forth in OPA's Policy, Procedure, and Template Creation, Adoption and Revision policy.

No revision to this policy should be undertaken while a formal challenge to a library resource is occurring. It is important to follow the current governing board-approved policy and process to maintain good faith with the community, complainants, and supporters. Revisions should occur after the final decision on the questioned material has been made.

When a challenge has been resolved, those involved should reflect on the reconsideration experience and use new knowledge to revamp the current policy as needed.

Document History

Approved: DRAFT *Initial creation*

Legal References