

Policy 2500: Library/Media Center Materials 

Status: DRAFT - 1st
Reading

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The school library/media center has the primary objective of implementing and supporting the educational programs of the District and is the principal location for students to inquire, to study and evaluate, and to gain new maturity and understanding. Caldwell School District No. 132 Board of Trustees delegates authority to the Superintendent/designee to determine the initial selection of the library/media center collection and to provide a wide range of materials at all appropriate levels of difficulty, with diversity of appeal, and the presentation of different points of view. The Board also recognizes the students' First Amendment constitutional rights and reaffirms the principles of intellectual freedom. [The school and classroom libraries of this District are guided by the principles set forth in the Library Bill of Rights and by the Idaho Children's School and Library Protection Act.](#)

[Additionally, the District's school libraries adhere to all applicable District policies and procedures pertaining to student privacy and compliance with the Family Educational Rights & Privacy Act \(FERPA\) when it comes to records of materials checked out by students and any other student records.](#)

SECTION 1: GUIDELINES:

1.1 Maintaining a Comprehensive Library/Media Center

1.1.1 Pursuant to Idaho State law, the Board has the duty and responsibility to equip and maintain a suitable library/media center and to exclude it from all materials of a sectarian nature.

1.1.2 School and classroom library/media materials are provided primarily for use by Caldwell School District No. 132 students and staff.

1.1.3 Individuals who check out materials are responsible for the care and timely return of those materials.

1.1.4 Use of library/media center materials by individuals outside the District is prohibited except when inter-library loan agreements with other libraries exist.

2.1 Access to Restricted Materials

[2.1.1 The school library may have resources available to students that are available only with parent/guardian permission for minor students. Students' access to such materials shall require a permission slip signed by their parent/guardian. The permission slip may provide permission to access one or more specific materials or provide permission to access materials in the restricted access section.](#)

[2.1.2 Students over the age of 18 may check out materials in the restricted access section.](#)

3.12.1 Gifts or Donated Materials

32.1.1 Sponsored or donated materials may be added to the collection based on the same criteria as purchased materials.

32.1.2 The librarian/media specialist may accept gifts with the understanding that those enriching the collection will be retained and others disposed of depending on the needs and best interest of the schools.

32.1.3 Any gifts of money will be used to support the library/media center program.

4.13.1 Selection Criteria

43.1.1 Selection of library/media center materials will be made by school librarians/media specialists who will:

- Consider the needs of teachers and students.
- Follow the accreditation standards and procedures set forth by the Idaho State Board of Education.
- Provide for the needs of the individual school based on knowledge of the curriculum, the existing collection and requests from students, parents and school personnel.
- Provide materials of high artistic, historical and literary quality.

- Provide a balanced collection, with a fair proportion of each type of material selected to meet the needs of the curriculum, the students and professional staff at all levels.
- Provide materials for students with a wide range of skills and abilities as well as materials with diversity of appeal and different points of view.
- Provide fair and objective presentations of sensitive subjects at the appropriate age for which they are selected.
- Provide materials on the basis of overall purpose; timeliness or permanence; importance of the subject matter; appropriateness to the subject matter and intended audience; quality of the writing and production; readability and popular appeal; authoritativeness; format and price; reputation and significance of the author, artist, composer, producer or publisher.

5.14.1 Weeding/Deselection

54.1.1 When materials no longer meet the criteria for selection, they shall be weeded.

54.1.2 Deselection is a key part of assessing the library/media center collection for relevancy.

54.1.3 Weeding is done on a continual basis in accordance to the guidelines outlined in the Idaho School Librarian's Information Manual.

6.15.1 Overdue, Lost, or Damaged Materials

65.1.1 To maintain and protect the Library/Media Center collections, the following guidelines will be followed:

- Fines will be assessed for damaged or overdue materials.
- If an item is reported lost, the replacement cost of such item will be charged.
- If a lost item is found, the replacement cost will be refunded.

Form 2500F1 Permission to Check Out Restricted Access Library Materials for Minor Students

Supporting Documents



[Form 2500F1 Permission to Check Out Restricted Access Materials](#)

Idaho Code § References

18-1517B

Description

[Children's School and Library Protection Act](#)

33-119

[Accreditation of Secondary Schools](#)

33-2610

[Donations](#)

33-512(8)

[Governance of Schools](#)

33-601

[Real and Personal Property - Acquisition, Use or Disposal of Same](#)

IDAPA References

08.02.02.140 (140.03, 104.04)

Description

[Accreditation](#)

Cross References

2520

Description

[Selection, Adoption, Use and Removal of Curricular Materials](#)

2530

[Learning Materials Review and Reconsideration](#)

Permission Slip to Check Out Restricted-Access Library Materials for Minor Students

This letter is to inform you and your child about the Caldwell School District library policy for checking out materials currently placed in the restricted-access section. The District requires parent or guardian permission for a minor student to check out materials in this section. You must accompany your minor student and provide a signed copy of this permission slip to a school library employee before they are allowed to access material in this section.

You and your student are solely responsible for any book they check out. Encourage your student not to lend the book to others.

While the book is in your home, we encourage you to review the material and to have an ongoing dialogue about it with your child.

Please check one of the following:

_____ I grant permission for my child to access any materials in the restricted section.

_____ I grant permission for my child to access the following material(s) in the restricted section.
(Please provide the title and author):

If you would like further information about these items or the reasons they are currently in the restricted section, please contact the school librarian.

You have read the attached copy of Policy 2500, and grant permission for your minor child to access the materials described above. You, the undersigned, and your minor student are solely responsible for any book or material checked out. Your student shall not lend the material or book to any other person or allow any other person access to the material that is the subject matter of this permission slip. If your child lends or otherwise provides access of this material to any third party, including any other student or minor, your child's library privileges may be negatively impacted, including disallowing your minor child to check any book out of the library.

Parent/Guardian's Name (Print): _____

Phone: _____

Parent/Guardian's Signature: _____

Date: _____

For Librarian Use Only:

I, _____, School Librarian, attest that the parent/guardian physically presented this permission slip with their signature, and their identity was verified as the minor child's parent or legal guardian.

I understand and agree to follow the library policies. I accept the responsibility for returning any library materials I check out, and I will not share access to any restricted material with any other student at school.

Student Name (Print): _____

Student's Signature: _____

Homeroom Teacher Name: _____

Attestation for Students Over the Age of 18

I have read the attached copy of Policy 2500 and agree to access the materials described above. I, the undersigned, am solely responsible for any book or material checked out. I shall not lend the material or book to any other person or allow any other person access to the material that is the subject matter of this attestation. I acknowledge that if I lend or otherwise provide access of this material to any third party, including any other student or minor, my library privileges may be negatively impacted, including losing privileges to check any book out of the library.

Student's Name (Print): _____

Phone: _____

Student's Signature: _____

Student's Date of Birth: _____

For Librarian Use Only:

I, _____, School Librarian, attest that the adult student presented this attestation, and that they were verified as being over the age of 18.

Legal References

IC § 18-1514(6)

IC § 33-512

IC18-1517B

Other References

Idaho Commission for Libraries

The American Library Association

The American Library Association

Description

Obscene Materials — Definitions

District Trustees - Governance of Schools

Children's School and Library Protection Act

Description[website](#)[Library Bill of Rights](#)

Access to Resources and Services in the School Library

Cross References**Code**

2140

2140-F(1)

2520

2530

2530-F(1)

3570

3570-P(1)

3570-F(1)

3575

7310

Description[Student and Family Privacy Rights](#)[Student and Family Privacy Rights - Consent Form](#)[Selection, Adoption, Use, and Removal of Curricular Materials](#)[Learning Materials Review & Reconsideration](#)[Learning Materials Review & Reconsideration - Request for Review & Reconsideration of Learning Materials](#)[Student Records](#)[Student Records - Maintenance of School Student Records](#)[Student Records - Notification to Parents' and Student's of Rights Concerning a Student's School Records](#)[Student Data Privacy and Security](#)[Advertising in Schools/Revenue Enhancement](#)