

Central Bucks Library Department Administrative Regulation (109.2)

Definitions

These phrases as used in Policy 109.2 and this administrative regulation are defined as follows:

Sexual acts are defined as sexual intercourse, masturbation, sadism, masochism, bestiality, fellatio, cunnilingus, touching of the sexual or other intimate parts, or nudity when such nudity is for the purpose of sexual arousal. 18 Pa.C.S. §§ 3101, 6312(g).

Implied depictions of sexual acts shall refer to depictions where a sex act is not explicitly shown, but rather is visually depicted as about to occur, as occurring, or as having just occurred.

Nudity shall refer to depictions of any portion of a person's private areas without clothing.

Implied nudity shall refer to depictions that imply a person is not wearing clothing, particularly where private areas are strategically obscured or not shown but where such depictions draw the viewers' attention to the person's private areas.

General Provisions

As acknowledged by the Board and Administration, the intent of Policy 109.2 is to ensure that library materials are age appropriate.

Ninth grade collections, when housed in middle school libraries, shall align with the criteria of middle school libraries.

Parents who wish to restrict access to any content in the library may do so for their children by contacting their librarian and completing an online "Request to Restrict Access to Library Materials" form.

Responsibility for the choice in selection of materials selected, read, heard, or viewed by children and adolescents rests with their parents or legal guardians. Parents may request that a note be added to their child's record restricting access to certain content or material.

Acquisition of Materials

The Board and administration recognize that, at times, the purchase of library materials may need to be made quickly to provide timely access to materials for reasons that include, but are not limited to, reading competitions, book fairs, donation programs, subscriptions, new releases, and current events. Such purchases shall follow the criteria outlined in Policy 109.2 and this administrative regulation to ensure that library materials remain age appropriate. If a book does not meet the criteria, the Superintendent or library supervisor may remove or, if possible, return it.

Criteria for Selection of Materials

- Purpose of the Material

Library materials are designed to advance the pedagogical goals and for the interest, information, and enlightenment of the student population.

- Suitability for the age and skills of students served

In addition to the age-appropriate parameters of this policy, review sites can be used to assist in selecting potential materials to purchase, to consider appropriate reading levels, and to identify potential concerns with the resources. A conclusion of age-appropriateness by such review sites shall not be determined conclusive.

- Accurate in terms of content

Authority of the author(s), editor(s), and publisher are a consideration in selection.

- Reflective of the pluralistic nature of society and the student population.

Library materials provide a local, national, and global perspective and include materials by authors and illustrators of varying backgrounds and cultures.

- Varied in format to increase access for all patrons

Library materials are available in a variety of formats, e.g., print, electronic, multimedia, to meet the needs and learning styles of the student population.

- Recent copyright date as appropriate to the subject

Library materials are assessed for currency of the information, as it relates to the content and purpose of the item.

- Cost effective in terms of use

Library materials are evaluated for cost effectiveness in terms of accessibility, projected use, and durability.

Procedure for Handling Criticism of Materials

The Superintendent shall determine whether challenged resources remain in the collection and whether any restrictions will be placed on access to the resources during the review process. The following procedure should be followed when considering action regarding material criticized by individuals or groups:

Step 1 – It is recommended that the individual or group requesting reconsideration should first read the book. Concerns will be discussed with the librarian and, if needed, the District Library Coordinator. The individual or group will be specific in delineating the objections and a copy of the material will be available at the discussion.

Step 2 – If the problem is not resolved in the discussion by satisfying the complainant or by removal of the material by the District Library Coordinator or superintendent based on Policy 109.2, the individual or group may request reconsideration by presenting all concerns in writing, include the information requested in Policy 109.2 and submitting the reconsideration request to the District Library Coordinator.

Step 3 – The material will be reviewed by a committee appointed by the Superintendent or Superintendent's designee(s). The committee shall:

- A. Examine challenged material in relation to Policy 109.2 and its administrative regulations.
- B. Meet to discuss and prepare the findings report.
- C. Findings shall be issued within 60 days of the receipt requesting reconsideration; if additional time is required to issue the findings report, written notification shall be provided, and the final report shall be issued within 30 days of the date on which the extension was requested.

Step 4 – The written report of this committee will be shared with the Board, Superintendents, District Library Coordinator, librarians, and the individual or group requesting reconsideration for possible resolution and to ensure that the process as outlined above has been followed.

Step 5 – If the individual or group requesting reconsideration wishes to pursue the concern after viewing the committee's report, a formal appeal may be submitted to the Board. The Board will read the report of the reconsideration committee. The Board should then review the book and evaluate it within the scope of Board Policy 109.2 and the associated administrative regulation prior to rendering a decision.

Step 6 – If the request for reconsideration results in the removal of a book from the library for the reasons delineated in Policy 109.2, that book shall be replaced with a book from the same genre or with a similar pedagogical purpose, in

accordance with the stipulations of Policy 109.2.

Gifts and Donations

Gifts and donations to Central Bucks libraries will only be accepted with the understanding that the decision for use and disposition of the materials and/or funds will remain at the discretion of the school librarian and, *if accepted, must align with the same selection criteria as purchased materials*. Gifts and donations, like purchased resources, will be removed from the collection as outlined in the criteria for weeding material.