

Library Selection Flow Chart

How books are chosen in the library
(Reference [District Policy 2310](#))

Student or Staff
Requested/Recommended

Recommended by Literary
Publishing Group (Junior
Library Guild, Titlewave,
etc)

Books are reviewed by
Librarian/Qualified Staff
Member (English
Teacher, Admin, etc).

If the book does not
meet enough criteria to
be circulated, it will be
returned or donated

If deemed suitable for
general population, it is
processed and put into
circulation

If a book contains mature
themes, it is recommended to
committee to determine
literary merit

If the book is recommended by
committee to be retained, it is
marked as restricted use or for
the general population

Students with parental
permission in the form of a
waiver or e-mail from parent
can access books on the
restricted use list

Book Referral for Review

Book Referral for Review
(Reference [District Policy 2314](#))



Parent/Student recommendation
for a book review because of
mature content, or to suggest being
place in General circulation



Request is formally
submitted using
Referral Form
([District Policy 2314f](#))



A committee is formed consisting of the librarian, the principal, appropriate
subject specialist from the school, and the curriculum director/curriculum
committee to determine the text's literary merit with 3 outcomes:



Book can be removed based
on committee decision*



Book can be added to
restricted use list*



Book can be returned
to general population*

* After completion and determination of the reviewing committee, a written recommendation will be given to the Superintendent for his/her decision (approval or denial). The School Board and the party bringing the concern will be informed in writing of the outcome. If requested a party may bring issue to the board for ultimate decision.