

|  |  |                  |             |
|--|--|------------------|-------------|
| <u>Section I:</u><br><br><b>Instructional<br/>Goals and<br/>Objectives</b> | <b>Knox County Board of Education Policy</b> |                  |             |
|  | <b>School Libraries</b>                      | Descriptor Code: | Issued:     |
|  |  | <b>I-241</b>     | <b>7/95</b> |
|  |  | Reviewed:        | Revised:    |
|  |  | <b>12/23</b>     | <b>2/24</b> |

## **SCHOOL LIBRARY SERVICES**

School library services shall be provided for all Knox County Schools in order to support the overall educational program, as described in Board Policy I-100 "Instructional Goals and Objectives"

Each school shall have a library which meets requirements from the State of Tennessee and the guidance of the American Association of School Librarians.<sup>1</sup>

## **SCHOOL LIBRARY COLLECTION**

The maintenance of the school's library collection (including print materials, eBooks, databases, and digital products) is the responsibility of the school library media specialist, in cooperation with teachers, students, and administrators. Materials in the collection are selected in accordance with Board Policy I-211 "Selection of Instructional Materials Other than Textbooks." A collection maintenance cycle is to be carried out each school year. Collection maintenance should include the following processes: Needs Assessment, Selection and Acquisition, Access and Evaluation. In addition to the materials collected and maintained for each school site, some materials and products will be provided at the district level for stakeholders to share.

"Library collection" means the materials made available to students by a school operated by an LEA or by a public charter school but does not include materials made available to students as part of a course curriculum.

"Materials" means books, periodicals, newspapers, manuscripts, films, prints, documents, microfilm, discs, cassettes, videotapes, videogames, applications, and subscription content in any form.

1. Beginning with the 2022-2023 school year, Knox County Schools shall maintain a current list of the materials in the school's library collection. The list must be posted on the school's website.
2. Knox County Schools is adopting this policy for developing and reviewing school library collections. The policy includes the following included under Administrative Procedures:
  - a. A procedure for the development of a library collection at each school that is appropriate for the age and maturity levels of the students who may access the materials, and that is suitable for, and consistent with, the educational mission of the school;
  - b. A procedure for central office staff and potentially the Board of Education to receive and evaluate feedback from a student, a student's parent or legal guardian, or a school employee regarding one (1) or more of the materials in the library collection of the student's or employee's school;

c. A procedure for a district central office committee to periodically review the library collection at each school to ensure that the school's library collection contains materials appropriate for the age and maturity levels of the students who may access the materials, and that is suitable for, and consistent with, the educational mission of the school.

3. In the event of concerns about a material contained in the school's library collection, that material will be reviewed in accordance with Board Policy I-212 "Reconsideration of Instructional Materials and Textbooks." If Knox County Schools determines that the material is not appropriate for the age and maturity levels of the students who may access the materials, or is not suitable for, or consistent with, the educational mission of the school, then the school shall remove the material from the library collection.

4. The procedures adopted pursuant to this Policy are not the exclusive means to remove material from a school's library collection, and do not preclude the Board of Education and the Director of Schools from developing or implementing other policies, practices, or procedures for the removal of materials from a library collection.<sup>2</sup>

## GIFTS

Any acceptance of gifts to the library should be in compliance with Board Policy D-130 "Donations, Gifts, and Bequests."

## STUDENT FINES

Students who destroy or damage any item in the library collection must be responsible for the actual cost of replacing or repairing such materials or equipment<sup>3</sup>, in accordance with Board Policy J-270 "Care of School Property." All fines for repair or replacement should be in compliance with Board Policy J-560 "Student Fees and Fines" Fines must not be assessed in a way that creates a barrier to students' access to the materials and services necessary for learning.

---

### Legal References:

1. TRR/MS 0520-01-02-07.
2. T.C.A. § 49-6-3803.
3. T.C.A. § 37-10-101, T.C.A. § 37-10-102.

Approved as to Legal Form  
By Knox County Law Director 1/2/2024  
/Gary T. Dupler/Deputy Law Director