

Policy Title: Instructional and Library Materials Policy  
Policy Type: Required/State Compliance  
Effective: September 8, 2022



### **Purpose:**

Lakeview Academy's (the "School") Instructional and Library Materials Policy is to support the School's charter, mission, vision, goals, and curriculum.

The School's Board of Trustees believes that information literacy skills are the key to success in a competitive world. Per that belief, the School encourages faculty, staff, and students to develop and practice their information literacy skills through various resources and an environment that encourages exploration and the open exchange of ideas and information. The School's primary goal for the library media program is to expand the intellectual world of our students through student-centered programs and curricula that focus on real-world application.

### **Compliance**

The School will comply with state and federal law and Utah State Board of Education rules in connection with its library media program.

### **Intellectual Freedom**

To encourage the open exchange of information and ideas, the School's library media center will provide unrestricted access to developmentally and age-appropriate materials that support the School's curricular goals as well as the personal interests of students. -

### **Collection Access**

Information regarding Library Acquisitions and Collections:

- Information regarding the school library's collection is available upon request from the library personnel and the school's website.

### **Materials Objectives**

The objectives of the School are to:

- Provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities, learning styles, and maturity levels of the students served;
- Provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and character development;
- Provide a background of information that will enable students to make intelligent judgments in their daily lives;

**References:** [53E-4-202](#), [53E-4-403](#), [53G-10-103](#), [53G-10-402](#), [76-10-1201](#), [76-10-1203](#), [76-10-1227](#), [76-10-1228](#), [76-10-1235](#)

**Previous Versions:** September 21, 2006

**Reviewed:**

- Provide materials on opposing sides of controversial issues so that young citizens may develop, under guidance, the practice of critical reading and thinking;
- Provide materials representative of the many religious, ethnic, and cultural groups and their contributions to our national heritage and the world community.

## **Materials Selection and Acquisition**

### Responsibility

Although the selection and acquisition process involves many members of the School community, administration, faculty, or parents/guardians, the responsibility for coordinating the selection and purchase of all types of school learning tools rests with the professional staff under the direction of the Director.

### Selection Criteria

Materials selected will be:

- Accessible to students of varied abilities;
- Appropriate for students with special needs;
- Prioritized by, supportive of, and consistent with the Charter and state standards.
- High quality in terms of content and presentation;
- Representative of the most current available research on the topic;
- Balanced in viewpoint when dealing with material discussing sensitive issues such as religion, social theory, or politics;
- Appropriate in format, durability, and cost for the intended use;
- Age appropriate for the emotional development, ability level, learning styles, and intellectual development of the students.

### Materials Selection Procedures:

Instructional and Library materials that are selected shall comply with Lakeview Academy Charter, applicable Utah state law, and Utah State Board of Education rule (see code requirement links in footnotes) and meet the Library Objectives, and Selection Criteria stated in this Policy. Selection of all purchased instructional and library materials shall be based on a combination of five or more of the following criteria:

- Contribution and relevance to the core standards;
- Teacher, parent, and student request;
- Factual content is accurate and reliable;
- Timeliness and/or permanence;
- Favorable reviews, recommendations, and/or award nominees found in standard selection sources or from professional personnel;
- Contributes to a balanced perspective;
- Potential appeal and interest;
- Recreational reading needs of students;
- Artistic quality and literary style;
- Reputation and significance of author, producer, publisher;

**References:** [53E-4-202](#), [53E-4-403](#), [53G-10-103](#), [53G-10-402](#), [76-10-1201](#), [76-10-1203](#), [76-10-1227](#), [76-10-1228](#), [76-10-1235](#)

**Previous Versions:** September 21, 2006

**Reviewed:**

- Uniqueness, diversity, and/or heritage of the state, region, or community;
- Support of second language learners;
- Support of special needs students; and
- The merit of the work as a whole.

### **Donations**

Lakeview Academy will only accept instructional and library materials donations that are currently on the library circulation list.

### **Individual Material Opt-Out**

Lakeview Academy respects individual values and beliefs. If a book or media item is personally objectionable, a family may submit a request for their child or children to be excused or restricted from using it. A form is available at the link on [lakeview-academy.com](http://lakeview-academy.com). If the book or media item is part of school curriculum or instruction, the teacher will provide an alternative course to meet the instructional goal.

### **Material Reconsideration**

Suppose a parent/legal guardian of a current Lakeview Academy student or a Lakeview Academy employee member finds a book or media item that they believe violates Utah state law. In that case, they will need to follow the reconsideration process of instructional and library materials.

#### **Materials Reconsideration Process:**

1. Lakeview Academy's Director will organize a Library Instructional Materials Review Committee consisting of five members from the Site Advisory Committee (SAC) and up to four staff members appointed by the Director. The Director or Assistant Director will chair the committee. The committee notifies the LVA community that a book is being reconsidered and provides a 30-day window to allow LVA community comments through a survey.
2. Any parent/legal guardian of a current LVA student or employee may formally challenge instructional and library materials by completing a request for [Reconsideration of Instructional and Library Materials Form](#). Forms are available at [lakeview-academy.com](http://lakeview-academy.com). All challenges to the school instructional and library materials shall be submitted to the Director on the school form.
3. The Director shall call a committee meeting to review a submitted Reconsideration of Instructional and Library Materials Form. Each committee member shall receive a copy of the challenged material before the meeting and the submitted Reconsideration of Instructional and Library Materials Form. Before the meeting, committee members shall read the challenged material and the Reconsideration of Instructional and Library Materials Form. The committee shall have 45 days to respond.

**References:** [53E-4-202](#), [53E-4-403](#), [53G-10-103](#), [53G-10-402](#), [76-10-1201](#), [76-10-1203](#), [76-10-1227](#), [76-10-1228](#), [76-10-1235](#)

**Previous Versions:** September 21, 2006

**Reviewed:**

4. The committee members shall discuss the challenged materials based on the Instructional and Library Materials policy. The committee shall determine by majority vote the disposition of the challenged material.

Options shall include:

- Retain - If the challenged material meets appropriate selection criteria and state code, it shall remain in full circulation. Lakeview Academy will specify restrictions and rationale for retaining the Instructional or Library Materials.
  - Restricted - If the challenged material meets appropriate section criteria and state code but is not appropriate for all students, the committee shall restrict access to the material. Lakeview Academy will specify restrictions and rationale for restricting the Instructional or Library Materials.
  - Remove - If the challenged material does not meet appropriate selection criteria or state code, it shall be removed from the school. Lakeview Academy will specify restrictions and rationale for removing the Instructional or Library materials.
5. The Director, or the Director's Designee, shall reply to the challenger explaining the committee's decision within three (3) school days. The challenger may appeal the committee's decision to the Lakeview Academy Board of Trustees if they feel the Materials Reconsideration Process was not followed. They will have ten (10) school days after receiving the committee's decision to appeal in writing. If the challenger is still dissatisfied, they may appeal to the Utah State Board of Education.

#### Certification

The undersigned officers and/or directors of Lakeview Academy certify that this Instructional and Library Materials Policy was duly adopted as of September 8, 2022 and replaces all previous Instructional and Library Materials Policies.

Signature: Alan Daniels Signature: Daniel Dunn

**References:** [53E-4-202](#), [53E-4-403](#), [53G-10-103](#), [53G-10-402](#), [76-10-1201](#), [76-10-1203](#), [76-10-1227](#), [76-10-1228](#), [76-10-1235](#)

**Previous Versions:** September 21, 2006

**Reviewed:**