

Library Materials Selection, Donations, and Reconsideration Procedures

North Zulch ISD School Library

At **North Zulch ISD**, our school library supports student achievement, literacy development, and lifelong learning. We are committed to maintaining a high-quality, age-appropriate collection that aligns with curriculum standards, student interests, and community values.

This page outlines:

- How library materials are selected
- How donated books are reviewed
- How to submit questions or concerns
- The informal and formal challenge process
- Appeal procedures under district policy and state law

All procedures are governed by Board Policy **EF (Local)** and **EF (Legal)** and comply with **Texas Education Code Chapter 33**.

1. Library Materials Selection Process

(Board Policy EF – Local/Legal)

Library materials are selected to:

- Support and enrich district curriculum
- Align with Texas Essential Knowledge and Skills (TEKS)
- Promote literacy and critical thinking
- Reflect diverse viewpoints and student interests
- Meet varying grade levels and reading abilities

Selection Criteria

Before purchasing materials, the librarian:

1. Reviews professional journals and educational review sources
2. Consults state and national award lists
3. Confirms curriculum alignment
4. Evaluates age and grade-level appropriateness
5. Reviews author, publisher, and professional ratings
6. Assesses student interest and community relevance

All selections follow **Board Policy EF (Local/Legal)** and applicable state law.

2. Review Process for Donated Books

We appreciate community book donations. However, all donated materials must meet the same standards as purchased materials.

Donation Review Procedures

Before a donated book is added to the collection, the librarian:

1. Applies the same professional selection criteria
2. Reviews publication date and physical condition
3. Confirms age and grade-level appropriateness
4. Ensures alignment with district policy EF (Local/Legal)

Donated materials that do not meet standards may be declined, repurposed, or responsibly discarded. Acceptance of a donation does not guarantee inclusion in the library collection.

3. Questions or Suggestions About Library Materials

Parents, guardians, students, and community members are encouraged to share:

- Book suggestions
- Questions
- Concerns

Step 1: Informal Discussion

Please contact:

- The campus librarian
- The campus principal

Many concerns can be resolved through open communication.

Contact information is available on the North Zulch ISD website under the Campus Directory.

4. Library Material Reconsideration (Challenge) Process

(Board Policy EF – Local/Legal)

North Zulch ISD follows Board Policy **EF (Local)** and **EF (Legal)** as well as Texas Education Code Chapter 33 regarding the reconsideration of library materials.

Informal Challenge

- Meet with the librarian and/or campus principal
- Discuss concerns
- Review the material in its entirety
- Receive an explanation of how the material was selected

If the concern is not resolved, a formal challenge may be submitted.

Formal Challenge Process

1. Complete and submit the **Library Material Reconsideration Form** at the following link:

<https://docs.google.com/forms/d/e/1FAIpQLScX4uRYYR-PReZ9hoE76M1Mhbjyh8ErOaw8wToWyi1As2m4MA/viewform>

The form is also accessible on the North Zulch ISD website under:

- Library Services
 - School Board Policies
 - Parent/Community Resources
2. Once a formal challenge is submitted:
 - The material will be **pulled from circulation and classrooms** pending review.
 - A review committee will evaluate the material in its entirety.
 - The committee will apply criteria outlined in **Board Policy EF (Local/Legal)** and Texas Education Code Chapter 33.
 - A written response will be provided within the timeline established under Texas Education Code Chapter 33.

The district will follow all required procedures and timelines as required by law.

5. Appeal Process

Appeal to the School Board

If you disagree with the decision provided after the formal review:

1. You may appeal to the North Zulch ISD School Board by filling out the form found under our school website under the library tab.
2. To be placed on the School Board agenda, you must contact the Superintendent's Secretary.
3. The Superintendent's Secretary's email address can be found on the North Zulch ISD website under the Campus Directory.
4. Requests must be submitted in accordance with Board policy and posted agenda deadlines.

The School Board will review the appeal and issue a decision at a properly posted public meeting.

State-Level Complaint Process

After completing all local district procedures, individuals may pursue further action in accordance with complaint procedures established by the **Texas Education Agency (TEA)**.

Information regarding TEA complaint procedures can be found on the Texas Education Agency website under Complaints and Grievances.

6. Our Commitment

North Zulch ISD is committed to:

- Transparency in library operations
- Respectful and open communication
- Compliance with Board Policy EF (Local/Legal)
- Compliance with Texas Education Code Chapter 33
- Supporting students' academic and intellectual growth

We believe collaboration between families and schools ensures the strongest educational experience for our students. For additional information, please visit the North Zulch ISD website or contact campus administration.