



Good Foundations Academy

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School Library Policy

Purpose and Philosophy

Good Foundations Academy's library exists to support and enhance student learning. This policy specifies the process for the selection and maintenance of library materials. This policy also outlines the process of identifying materials to be removed from the school library due to sensitive material which is not allowed by Utah code.

Selection of Materials for Library Collection

- A. The School Librarian will initially select all library materials under the direction of the board, including gifts and donations, consistent with this policy using the following criteria:
- B. In selecting materials, the Librarian shall:
 1. seek material which reflect diversity of ideas and perspectives;
 2. consider materials suggested by parents, students, and faculty;
 3. create a collection that adheres to Utah code.
- C. Gifts and donations will be reviewed following selection criteria and will be accepted or rejected using the same criteria.
- D. Electronic databases and other web-based searches and content will be filtered through Good Foundations Academy's state-required internet filter.
- E. The responsibility for final material selection rests with the School Librarian under the direction of the governing board of Good Foundations Academy using the following criteria:
 1. compliance with Utah law;
 2. overall purpose and educational significance;
 3. age and developmental appropriateness;
 4. readability and accessibility for intended audience;
 5. artistic or literary quality and style;
 6. timeliness and/or permanence;
 7. materials that support the need of English Language learners;
 8. Quality and value commensurate with cost and/or need.
- F. A record of reviewed materials will be maintained by Good Foundations Academy.

Library Collection Maintenance

- A. The school librarian will inventory the school library collection once a year.

1. The inventory may be used to determine losses and remove damaged or worn materials to be considered for replacement.
 2. The inventory may also be used to deselect and remove materials that are inconsistent with the law, or that are no longer relevant to the curriculum or of interest to students.
 3. Identify gaps or deficits in the library's collection.
- B. Good Foundations Academy recognizes the right of parents under state law, to restrict their child's access to materials the parent deems inappropriate. However, parents do not have the right to make that determination on behalf of other parents and students. A parent desiring to restrict their own child's access to specific library materials shall submit the request in writing or via email to the school librarian.

Library Materials Review Process

If a parent or staff member feels that a specific library resource contains sensitive material, they may request that the material be reviewed for removal. This section outlines the process at Good Foundations Academy for requesting a sensitive materials review.

- A. A library materials review request may only be made by a parent of a student that attends Good Foundations Academy or an employee of Good Foundations Academy.
- B. A family may submit up to two Sensitive Materials Review Requests during each academic school year.
- C. A Sensitive Materials Review Request form can be accessed on the school website or in the school library.
- D. The requestor must provide all information requested on the form including the requestor's complaint or objection to the library material.
- E. The material that is subject to a review request will have restricted access by maintaining the material behind the circulation desk until the book is reviewed.
- F. Upon receipt of a request for review, the school administrator or librarian will acknowledge the receipt of the request and convene a Review Committee within a reasonable time.
- G. The Review Committee will be formed which will include an odd number of members not less than 5 people. The School Committee will include:
 1. the school Librarian;
 2. a school administrator;
 3. a board member excluded from the Appeal process; and
 3. a minimum of four parents with students enrolled at Good Foundations Academy.
- H. The Review Committee will determine the amount of time needed for an adequate review of a material to make a thorough and thoughtful decision and inform the requester of the determined timeline within 60 days of the review request.

- I. The Review Committee will provide online notice to parents about the opportunity to provide written comment regarding materials under review. Parents may submit comments for up to two weeks after initial online notification is sent to parents.
- J. Members of the Review Committee will receive materials to complete the review process, including the following:
 - 1. the complete work that is being challenged;
 - 2. a copy of the Materials Review Request form;
 - 3. a copy of this policy;
 - 4. relevant information about the title compiled and shared by the librarian; and
 - 5. any written comments received.
- K. The school administrator will schedule meetings as needed and will maintain minutes of each meeting along with the Review Committee's final decision.
- L. The Review Committee will determine whether the material constitutes sensitive material consistent with Section 53G-10-103, this policy and the guidance letter provided by the Attorney General's Office dated June 1, 2022.
- M. In deciding whether the material constitutes sensitive material, the Committee must:
 - 1. consider all elements of the definitions of pornographic, or indecent materials as defined in Utah Code Section 76-10-1235, 76-10-1201, 76-10-1203, and 76-10-1227 and;
 - 2. whether the material is age appropriate due to vulgarity or violence.
- N. In deciding whether the material taken as a whole has serious literary, artistic political, or scientific value, the Committee should consider that:
 - 1. serious value does not mean any value; and
 - 2. greater protections will exist concerning content for Good Foundations Academy elementary library.
- O. The Review Committee will make a final determination of reviewed material as follows:
 - 1. **Retained:** the determination to maintain access in the school setting to the challenged material for all students.
 - 2. **Restricted:** the determination to restrict access in a school setting to the challenged material for certain students as determined by the Review Committee.
 - 3. **Removed:** the determination to prohibit access in the school setting to the challenged material for all students.
- P. The decision of the Review Committee will be determined by majority vote.
- Q. A material may not be reviewed again for three school years following the Review Committee's determination.
- R. The final determination of the Review Committee will be communicated to the requestor and appropriate employees within 5 school days of the decision being made.
- S. Good Foundations Academy will maintain a list of all materials that receive a "removed" determination.

Appeals Process

- A. The original requester or another individual who was not on the Review Committee may appeal the determination of the Review Committee in writing to the school principal within 15 school days of receipt of the Review Committee's final determination using an Appeal Request Form which can be accessed on the school website, front office, or School Library.
- B. If an appeal is filed with the school principal, the Board of Directors will act as the Appeals Committee.
- C. The Board (Appeals Committee) may add parent or school administrator member(s) who did not participate in the initial Review Committee, only as necessary to have an odd number of members.
- D. The Appeals Committee will determine the amount of time needed for an adequate review, not longer than 60 days, of a material required to make a thorough and thoughtful decision and inform the requester of the determined timeline.
- E. Members of the Appeals Committee will receive the following in order to make a decision:
 - 1. a copy of the material;
 - 2. a copy of the Materials Review Request form;
 - 3. meeting notes; and
 - 4. the Review Committee's final recommendation and rationale for the decision.
- F. The Appeals Committee will make a final determination of a reviewed material as follows:
 - 1. **Retained:** the determination to maintain access in a school setting to the challenged material for all students;
 - 2. **Restricted:** the determination to restrict access in a school setting to the challenged material for certain students;
 - 3. **Removed:** the determination to prohibit access in a school setting to the challenged material for all students;
 - 4. Another determination as decided by the Appeals Committee.
- G. The decision of the Appeals Committee will be determined by majority vote.
- H. A material may not be reviewed again for three school years if the Appeals Committee votes to uphold a Review Committee's determination.
- I. The final determination of the Appeals Committee will be communicated to the requestor and appropriate employees within 10 days of the determination.
- J. Good Foundations Academy will maintain a list of the determinations by the Appeals Committee.

Communication

- A. Good Foundations Academy will maintain an easily accessible webpage on the public website which will contain the following:
 - 1. a Materials Review Request Form

2. an Appeal Request Form;
3. application to serve on the materials Review Committee;
4. this library policy; and
5. a list of all materials that are restricted while under Review or have received a Review Committee or Appeals Committee determination.

Training

- A. Good Foundations Academy shall ensure that all employees with responsibility for library materials will receive training on this policy and its supporting procedures.