Procedures

- 1. The Principal shall ensure that the school library provides a comprehensive collection of materials that provide:
 - 1.1 knowledge, literary appreciation, aesthetic value and ethical standards;
 - 1.2 information which will allows students to make considered judgments;
 - 1.3 students with a perspective of Canadian society and the contributions of varied ethnic groups to our social, political, economic and creative life;
 - 1.4 students with a global perspective;
 - 1.5 learning resources that enhance Catholic education and are representative of church teachings.
- 2. The Principal shall encourage the application of new technology systems and establish procedures for improving the efficiency and effectiveness of the library.
- 3. The selection of learning materials will meet the requirements in the Guide to Education.
- 4. The Principal shall ensure that parents, students and members of the community shall have an opportunity to challenge the appropriateness of certain materials in the school library or in the school. (Form 215-1)
- 5. In the case of challenged material, the following procedures will be followed:
 - 5.1 The Principal, in consultation with the librarian and appropriate staff members, shall informally review any material that has been challenged. The Principal shall advise the complainant of the results of the review within five school days of having received the complaint.
 - 5.2 Should the complainant not be satisfied with the decision of the Principal, the complainant shall be advised to complete the request in writing using the Request For Review Of Library Or School Resource form that is included in the forms section of this manual. The Principal shall provide the complainant with a copy of the required form.
 - 5.3 The Principal shall immediately acknowledge the request and within five school days form a review committee consisting of appropriate school staff, parents, students or any other party that may have some expertise to review that material.
 - 5.4 The Committee shall review the material and within 20 days of having been formed decide on whether to retain or reject the disputed material.

- 5.5 The Principal shall inform the complainant and the Board, through the Superintendent, of the Committee's decision.
- 5.6 The complainant shall be advised by the Principal of their right to appeal the matter to the Board.
- 6. The Principal shall immediately advise the Superintendent of any complaints regarding the appropriateness of any material within the school.

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Reference: Guide to Education