

A. Purpose

To establish a process:

1. For the selection and approval of Library Media Materials.
2. For the removal of Library Media Materials and the reconsideration of Library Media Materials currently in use.
3. That addresses teacher use of library media center materials.

B. Background

1. In accordance with Board of Education of Frederick County (Board) [Policy 501, Selection and Approval of Library Media Materials](#), the Board delegates to the Superintendent the selection and approval of Library Media Materials.
2. The procedures outlined in this Regulation are aligned to the Standards established by the American Association of School Librarians (AASL), which is a national professional membership organization for school librarians and the school library community. These AASL Standards contain individual frameworks for learners, school librarians, and school libraries and provide guidance and structure to develop a curriculum tailored to local priorities and needs.

C. Definitions

1. “Certificated or Licensed Employee” is defined to mean any person employed by the Board in a position which requires a certificate or license issued by the State Board of Education or employed in a professional education capacity by the Board.
2. “Classroom Library” is defined to mean books of interest for students that are maintained by teachers in their classroom for voluntary student use, subject to review in consultation with the Library Media Specialist.
3. “Collection Development Plan” is defined to mean a strategic plan that guides the selection, acquisition, evaluation, and maintenance of resources in a school library. The plan ensures that the school library's collection aligns with the educational goals of the school, meets the needs and interests of its users (*i.e.*, students, teachers, and staff), responds to student and community interest, and stays relevant, diverse, and up-to-date.
4. “Library Media Materials” is defined to mean, and includes but is not limited to, both print and digital formats, comprising books, periodicals, graphic novels, digital books, videos, and reference materials. These resources are primarily stored in the school library/media

center, made available through the online catalog, and selected by students for individual use.

5. “Materials Already in Use” is defined to mean library media materials and all materials used for instructional purposes or planning, except for textbooks under consideration.

D. Procedures

1. **Collection Development Plan.** To provide the best materials for students in school library media centers, Library Media Specialists shall develop a comprehensive Collection Development Plan. This plan shall be reviewed annually by the school principal and the Supervisor of Media Services. To maintain relevant collections that align with the policies and goals of the Board across all school libraries, Library Media Specialists will utilize the Collection Development Plan to analyze inventory, purchase new Library Media Materials, and complete annual state reporting requirements.
2. **General Selection Criteria.** Selection and approval of Library Media Materials, whether obtained through purchase or donation, will meet the following criteria:
 - a. Align with a school’s comprehensive Collection Development Plan.
 - b. Align with the Board-reviewed and approved “pink book” criteria as outlined in [FCPS Regulation 500-04, Textbook Review, Selection, and Approval](#) (formerly 500-38).
 - c. Support a broad range of student interests and is reflective of the student body and community.
 - d. Promote equity, respect, and civility within our diverse community, accurately and appropriately reflect the distinctive contributions of our global communities, and provide opportunities for staff and students to model cultural proficiency across all schools and programs.
 - e. Reflect racial diversity, and include a range of perspectives and experiences, particularly those of historically underrepresented groups.
 - f. Be reviewed for cultural responsiveness and racial bias as part of the curriculum review and implementation process.
 - g. Enable staff to model and students to develop the following attitudes, skills, and behaviors:
 - i. Value one’s heritage and the heritage of others;
 - ii. Respect, value, and celebrate diversity as an essential component of a healthy and thriving community;
 - iii. Value the richness of cultural pluralism and commonality;
 - iv. Develop and promote inclusive relationships and work effectively in cross-cultural environments; and
 - v. Confront and eliminate stereotypes related to individuals’ actual or perceived personal characteristics.
 - h. Support the curricular goals of the school system and individual school programs.
 - i. Be evidence-informed and/or research-based and be engaging, accurate, and contain content that is relevant to the essential curriculum.
 - j. Be accessible to a wide range of student learning needs, including advanced learners, multilingual learners, and students with disabilities.

- k. Be within the understanding of students who will use the materials and provide for a diversity of interests and levels of ability.
 - l. Be well-balanced according to the content areas of the curriculum, vary in modality, and provide for a diversity of interests and levels of ability.
 - m. Have a format, style, and presentation of high quality and be appropriate to expression of the idea, concept, or lesson.
3. **Approval Pathways for Library Media Materials.** In addition to their own professional expertise, Library Media Specialists will utilize one of the following approval pathways to support adding Library Media Materials to their school collection. Library Media Specialists should first use the pathways outlined in D(3)(a) or D(3)(b) and then refer to D(3)(c) if D(3)(a) or D(3)(b) are not viable options. In other words, D(3)(c) should be used as a last resort.
- a. **Online Public Access Catalog.** The Library Media Specialist may select a title that is already in the Online Public Access Catalog at another FCPS school at the same level or below (elementary, middle, or high school).
 - b. **Representative List of Bibliographic Sources and Review Journals.** If a title is not already owned by another FCPS school at the same level or below, the Library Media Specialist may select a title, in alignment with the school's Collection Development Plan, that has one favorable review or listing in standard, authoritative reviewing journals or bibliographic sources to be approved for addition to media center collections in FCPS. Approvals must be aligned to age or grade levels noted in the review, or referred to Selection Criteria in section D(5) below. A comprehensive list of these bibliographic sources will be maintained by the Office of Media Services and will be publicly available on the FCPS Office of Media Services webpage.
 - c. **Selection Criteria Review.** Reviews for some books are not available within approved bibliographic sources and review journals. If a book is considered for selection and approval, but has not been reviewed by an approved source, the Library Media Specialist and at least one other Certificated or Licensed Employee will review the proposed book based on the General Selection Criteria provided in paragraph D(2) above, and each will complete a Selection Criteria Approval Form to verify their favorable review. The Selection Criteria Approval Form is subject to approval by the Supervisor of Media Services.
4. **Book Donations.** Books donated for addition to a library media center collection must meet the General Selection Criteria listed in paragraph D(2) above. These books may be added to school library media center collections if they are already in the online public access catalog at another school of the same level or have one favorable review from the Office of Media Services's Representative List of Bibliographic Sources and Review Journals. Library Media Specialists will ensure that donations added to their collections meet the needs of their school community and align to their school's Collection Development Plan.
- a. **Individual Donations.** Individuals seeking to donate books to a single school library are directed to contact the school's Media Specialist directly to inquire about donating.
 - b. **Large Scale Donations.** Individuals wishing to donate books to multiple schools are directed to contact the Supervisor of Media Services to inquire about donating.

5. **Parent Preferences.** Through each school's library management system, parents may select titles their children are not permitted to check out from the school library.
6. **Teacher Use of Library Media Center Materials.** When teachers use library media center materials to supplement classroom instruction, teachers will ensure that the Library Media Materials are:
 - a. Approved for instructional use in accord with [FCPS Regulation 500-01, Curriculum, Courses, and Instructional Resources](#) (formerly 500-35), and [FCPS Regulation 500-04, Textbook Review, Selection, and Approval](#) (formerly 500-38); or
 - b. Provided as optional resources for students to consider.
7. **Classroom Libraries**
 - a. **Annual Review.** It is the responsibility of the classroom teacher to annually review the contents of their classroom library collection for compliance with FCPS regulations. The Supervisor of Media Services will be available for consult as needed.
 - b. **Donations to Classroom Libraries.** All books donated to classroom libraries, including books sold at school book fairs and then donated, must be reviewed by the classroom teacher for compliance with FCPS regulations. The Supervisor of Media Services will be available for consult as needed.
8. **Removal of Library Media Materials and Reconsideration of Library Media Materials Currently in Use.** Library Media Materials are subject to request for reconsideration in accordance with [FCPS Regulation 500-06, Request for Reconsideration of Instructional Materials Already in Use](#) (formerly 500-39).

E. Related Information

1. **Board Policy**
 - a. [Policy 117, Anti-Racism](#)
 - b. [Policy 444, Educational Equity and Excellence](#)
 - c. [Policy 500, Approval of Curriculum and Instructional Materials](#)
 - d. [Policy 501, Selection and Approval of Library Media Materials](#)
2. **Code of Maryland Regulations**
 - a. [COMAR 13A.05.04.01, Public School Library Programs](#)
3. **External Resources**
 - a. [Maryland State Department of Education School Library Media Program Webpage](#)
4. **FCPS Regulations**
 - a. [Regulation 426-02, Donations and Gifts](#) (formerly 200-33)
 - b. [Regulation 500-01, Curriculum, Courses, and Instructional Resources](#) (formerly 500-35)
 - c. [FCPS Regulation 500-04, Textbook Review, Selection, and Approval](#) (formerly 500-38)

- d. [Regulation 500-06, Request for Reconsideration of Instructional Materials Already in Use](#) (formerly 500-39)

5. **FCPS Resources**

- a. [FCPS Library Media Services Webpage](#)
- b. Office of Media Services Representative List of Bibliographic Sources and Review Journals

6. **Maryland Statutes**

- a. [Md. Code Ann., Educ. § 4-142](#)

F. Regulation History (Maintained by Legal Services)

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| <i>Responsible Office</i> | Curriculum, Instruction, & Innovation |
| Adoption Dates | 05/27/25 |
| Review Dates | |
| Revision Dates | |

