



Library Material Selection and Review Policy

This policy outlines the principles guiding the selection and review of all library materials to ensure compliance with the Ministerial Order on Student Learning (Ministerial Order #001/2013) and associated Alberta Education requirements.

Material Selection Principles:

- The selection of materials for the main school library will be based on maintaining the core philosophy and principles of Montessori Education, alongside the following criteria:
- Quality Standards and Educational Relevance: Alignment with the curriculum and high standards of literary or informational value.
- Age Appropriateness: Suitability of content, maturity level, and themes for the specific age group of students being served.
- Diversity and Inclusion: Representation of diverse perspectives, cultures, and experiences.
- Student Interest: Relevance and interest to the student body to promote reading and inquiry.

All materials will be reviewed on an ongoing basis to ensure continued compliance with these principles. A comprehensive listing of the library catalogue is available for viewing upon request.

Library Material Review Process:

If a student, parent, or school employee wishes to request that the school review specific library materials on the basis of the above principles or a concern regarding suitability, the following formal process will be strictly adhered to.

- A "Library Materials Review Form" must be completed in full and submitted to the school administration office.
- Acknowledgement of Receipt will be provided to the requester in writing within 5 business days of submission.

- A Review Committee (comprising the Librarian, School Administrator, and a Teacher representative) will individually read and review the challenged material in its entirety.
- The Committee will meet to formally decide on one of the following actions: Retain, Restrict (e.g., limit to specific grades or parental permission), or Remove the material from the collection.
- The final, written decision of the Review Committee will be formally communicated to the requester within 30 calendar days of the initial request acknowledgement.
- A permanent record will be maintained detailing all formal review requests, the rationale for the Committee's decision, and the final outcome.

Classroom Collections:

All classroom libraries and resource collections are the direct responsibility of the Lead Guides (Teachers) to select, manage, and maintain in accordance with the school's educational philosophy and the principles of age-appropriateness. Parents are welcome to peruse their child's collection when visiting the classroom during any of the scheduled student-led conferences throughout the school year.