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**ADMINISTRATIVE MEMORANDUM NUMBER NINETY-FOUR**  
**SELECTION OF LIBRARY AND LEARNING ENRICHMENT MATERIALS**

A. Selection of Library and Learning Enrichment Materials

1. Books, audiovisual materials, and other materials selected for school library collections and learning enrichment shall support the core standards and interests of students taking into account the diverse interests, cultural perspectives, age levels, ability levels, learning styles, and social and emotional development levels of students. Library and learning enrichment materials should encourage appreciation for both informational and recreational reading, viewing, or listening.
2. Library materials are selected at the school level under the direction of the librarians in consultation with the District Library Specialist, Education Technology Department, and other staff as appropriate. Selection of library materials shall include the evaluation of available resources, assessment of curriculum needs, and consideration of reputable, professionally developed recommendations. Selections shall be made according to the District's Library Materials Selection, Reconsideration, and Deselection Guidelines.
3. Parents shall be allowed to inspect all materials made available to students in school libraries consistent with Board Policy Article V.C.15., Student Data and Privacy Protection.
4. All materials selected for school library collections and learning enrichment must be age appropriate for the students attending the school and must comply with state law and District policies and procedures, including but not limited to, Administrative Memorandum Number Fifty-Seven, Instruction and Instructional Materials and Administrative Memorandum Number One Hundred Twenty-Eight, Sex Education Instruction.
5. All library materials must comply with applicable copyright laws and licensing agreements.
6. School library online collections are available at <https://destiny.graniteschools.org/>.

## B. Choosing Library and Learning Enrichment Materials

1. Choices regarding selections of library and learning enrichment materials ultimately rests with the individual student and the student's parent/guardian. Library staff, teachers, or other school personnel may assist in recommending library and learning enrichment materials to students. Reading lists are available from many sources, and are not necessarily endorsed by the librarian, teacher, school administration, or district personnel.
2. Students are responsible to return materials in a condition reasonably comparable to the condition the materials were in when borrowed or checked out. Damage to such materials will subject students to reasonable fines to repair or replace damaged materials.
3. A parent/guardian may restrict access to specific materials by making a written request to the school's library staff and/or by making a request for alternate content for their student.
4. Parents/guardians may work with schools to limit materials they consider not to be age appropriate or harmful to minors.

## C. Deselection and Reconsideration of Selected Library Materials

Parents/guardians, students, and District employees who believe that library and learning enrichment materials are not age-appropriate, may be harmful to minors, and/or potentially fall within the definition of "sensitive materials" under Utah state law shall inform school administration and/or shall challenge the accessibility of such materials by following the District's Library Materials Selection, Reconsideration, and Deselection Guidelines.

/s/

Dr. Rich K. Nye  
Superintendent

### REFERENCES

Utah Code §53G-10-103 Sensitive Instructional Materials  
Utah Code §76-10-1235, Accessing Pornographic or Indecent Material on School Property  
Article V.C.15., Student Data and Privacy Protection  
Administrative Memorandum Number Fifty-Seven, Instruction and Instructional Materials  
Administrative Memorandum Number One Hundred Twenty-Eight, Sex Education Instruction

### RESOURCES

District's Library Materials Selection, Reconsideration, and Deselection Guidelines, found here:  
[https://docs.google.com/document/d/e/2PACX-1vRao3E510DAgaOrgA5bWAAJhe2n4rqk30jfOO-MkeooR7il8N5E0r6q\\_3MmCKgAwXLXQLUpfI Sawleb/pub](https://docs.google.com/document/d/e/2PACX-1vRao3E510DAgaOrgA5bWAAJhe2n4rqk30jfOO-MkeooR7il8N5E0r6q_3MmCKgAwXLXQLUpfI Sawleb/pub)