

E.10 Selection, Availability, and Access of School Literary Materials

The Calgary Arts Academy Library (CAA Library) policy is grounded in the CAA mission to provide a collaborative, democratic learning environment, empowering students to become self-directed, life-long learners. The CAA Library collection must support the delivery of the Alberta Curriculum through Arts Immersion, foster the whole child, and reinforce the school's four pillars: Circle of Courage, Developmental Assets, Democratic Discipline, and Contract Learning.

Procedures

1. Criteria for the selection, curation and management of school literary materials

A. Selection Criteria

Selection and acquisition of school literary materials (Learning Resources) will be an ongoing process executed by the principal (who is accountable for all materials used in the school) or their delegate, such as the Teacher-Librarian, School Librarian or Library Assistant. The process requires professional judgment and collaboration between educators, artists, and library staff, reflecting on the Arts Immersion model.

Resources will be selected based on the following criteria:

- 1. Alignment with Charter and Curriculum:** Resources must align with the Alberta Curriculum and support the delivery of content through Arts Immersion, allowing students to connect their artistic, scientific, mathematical, and creative talents to learning experiences.
- 2. Student Suitability and Engagement:** Materials must be appropriate to the maturity, experience, and learning styles of CAA students across the K-12 program and reflect the age range of students at each campus. Resources should cultivate a love of reading and support self-directed learning opportunities inherent in Contract Learning.
- 3. Intellectual Freedom and Diverse Perspectives:** The collection must uphold intellectual freedom by providing free access to diverse expressions of ideas and presenting various points of view, contributing to the student's ability to develop critical/independent thinking and objective judgment.
- 4. Inclusivity and Culturally Responsive:** Resources must be culturally responsive and reflect the diverse identities and lived experiences of students, including representation of different races, genders, sexual orientations, and abilities, in non-stereotypical settings. Special consideration is given to resources

portraying First Nations, Métis, and Inuit Peoples from contemporary contexts, and consultation with knowledge keepers/cultural advisors should occur where necessary.

5. **Accessibility and Format:** Resources must be available in accessible formats (e.g., audio, print and eBooks) to meet the learning needs of all students, supporting the inclusive environment of CAA.

B. Collection Curation and Management and Deselection

The collection will be actively and systematically managed (weeding/deselection) to ensure relevance, accuracy, and physical condition.

1. **Systematic Review:** Deselection uses professional, systematic practice, often utilizing the MUSTIE criteria: Misleading, Ugly, Superseded, Trivial, Irrelevant, and Elsewhere.
2. **Rationale for Removal:** Materials may be removed if they contain factually inaccurate or obsolete information, display unacceptable bias, no longer serve the needs of the school community, or depict people in stereotypical ways that contradict policies on diversity and inclusion.
3. **Tracking:** Records of weeded resources will be maintained to assist in identifying budget requirements for replenishment.

C. Exclusion Criteria

The school authority must ensure that school literary materials containing any explicit visual depiction of a sexual act are not accessible or available to children or students. No such materials shall be selected for inclusion in the CAA Library collection, unless they are for information or reference, such as technical materials, dictionaries, or encyclopedias, that are not narrative in nature. All library materials are listed for public view on the school's online library search (<https://caa.insignails.com/Library/Home>). CAA invites parents to view available in-class learning materials during student conferences and parent meetings.

2. Process for the review of school literary materials

The routine review process ensures that all learning resources adhere to the Selection Criteria and remain aligned with the CAA Charter and provincial requirements.

1. **Routine Review:** All resources, including donated materials, will undergo professional review against the established selection criteria.
2. **Roles and Responsibilities:** The Principal, designated Library staff, and relevant teaching/artist staff are responsible for continuous review, evaluation, and inventory of the collection. Teacher/Artist teams (who plan the Arts Immersion curriculum) are responsible for verifying resources used in specific Learning Contracts.
3. **Compliance:** Reviews ensure that resources comply with the *Alberta Education Act*, *Charter Schools Regulation*, and principles of equity, and human rights.

3. Process for Review and Reconsideration of Learning Materials

CAA utilizes principles of Democratic Discipline and Transparency to handle concerns regarding literary materials in a fair and objective manner.

A. Informal Concern Resolution

1. **Initial Contact:** Any authorized member of the school community (student, parent, employee, school council member, or community member with a direct connection, such as a volunteer or grandparent) may express concern.
2. **Administrative Response:** The principal or appropriate administrator will acknowledge the concern promptly (e.g., within two calendar days, aligning with TDSB practice) and engage in conversation with the requestor, focusing on resolving the issue amicably. The response should provide context on the selection process and the role of the CAA LIBRARY in supporting diverse learning needs and the curriculum.

B. Formal Request for Reconsideration

1. **Submission:** If concerns persist, the requestor must submit a *Formal Request for Reconsideration of a Learning Resource* form. This formal process will require the requestor to specify their concerns, citing passages or sections, and suggest what they believe the learning resource's purpose should be and what alternatives might be available.
2. **Resource Status:** During the reconsideration process, the learning resource will generally remain in circulation.
3. **Review Committee:** A *Learning Resource Review Committee* will be convened by the Principal/Superintendent. The committee should include CAA staff members with diverse expertise relevant to the concern, such as teaching staff,

artists, and possibly representatives knowledgeable in Indigenous perspectives or Human Rights, aligning with CAA's commitment to collaboration.

4. **Evaluation Standard:** The committee will review the resource in its entirety, focusing on whether it complies with the established Selection Criteria and CAA Charter principles, rather than assessing it against the personal values of the challenger.
5. **Decision and Communication:** The committee will submit a report and recommendations to the administrative team. A decision will be made regarding continued circulation, restricted access, or removal. The decision will be promptly communicated to the requestor.
6. **Required Grounds for Review:** At minimum, the process must allow requests for review related to the mandated exclusion of explicit visual depictions of sexual acts (outside of the allowed non-narrative reference exceptions).

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4. Policy Communication and Availability

The school authority's policies and/or procedures must be clearly communicated to employees, children, students, and parents and must be publicly available. This aligns with CAA's operating principle of **Transparency** and utilizing various communication strategies (e.g., website, orientation).

1. **Public Access:** The policy will be posted on the Calgary Arts Academy public-facing website.
2. **Distribution:** The policy, or information on where the policy can be found, will be included in the Parent/Student Handbook provided during orientation.
3. **Communication:** Key aspects of the policy will be communicated to all interested parties (students, staff, parents) through channels such as newsletters, broadcast emails, and staff professional development sessions.

Reconsideration of a Learning Resource

Please complete all sections of this form. Submit to the school office or email the designated administrator. The resource will remain in circulation during the review process.

Requestor Information

Name:

Role (Parent / Student / Staff / Community Member):

Contact Information (Phone / Email):

Resource Details

Title:

Author:

Publisher:

Format (Book, eBook, etc.):

Location (Library / Classroom Collection):

Reason for Reconsideration

Please describe your specific concerns. Include passages/pages cited and the nature of your objection (e.g., explicit content, bias, age appropriateness):

Desired Action

Please select one: Retain / Restrict Access / Remove

Alternative Suggestions

Please recommend replacement or alternative resources:

Signature and Date

Signature:

Date:

