

**IDEA PUBLIC SCHOOLS BOARD POLICY MANUAL**  
**POLICY GROUP 2 – INSTRUCTION**  
**LIBRARY MATERIALS**

PG-2.302

**Sec. 1. DEFINITIONS**

While “instructional materials” and “library materials” are both considered instructional resources, they are not the same, and the terms shall not be used interchangeably

**a) *Instructional materials***

Instructional materials are defined as content in the school’s core educational program that conveys the essential knowledge and skills of a subject in the public-school curriculum through a medium or a combination of media for conveying information to students, and as further defined by Texas Education Code § 31.002(1-a). *Tex. Educ. Code § 31.002(1-a)*.

**b) *Library materials***

Library materials are defined as any book, record, file, or other instrument or document in a school’s library catalog. Library materials include materials in stand-alone libraries and also material in classroom libraries and online catalogs. The term does not include instructional material, as defined above, or materials procured for the TexShare consortium under Subchapter M, Chapter 441, Texas Government Code. *Tex. Educ. Code § 33.020(3)*.

**Sec. 2. OBJECTIVES**

This policy provides criteria for the selection, removal, and replacement of library materials, focused on maximizing transparency with parents and community members while meeting student needs to provide supplemental enrichment in their learning with appropriate materials. Through the provision of these library materials, IDEA Public Schools shall recognize that parents hold an essential role in the education of their children and have the right to guide what their children read.

IDEA shall apply the standards, dimensions, and expectations as defined by rule 13 Texas Administrative Code § 4.1, and any related guidance including the Texas State Library and Archives Commission’s Guidance for School Libraries on Collection Development, as well as the School Library Programs: Standards and Guidelines for Texas to evaluate and set goals for the school library collection in alignment with board-approved policies and procedures.

IDEA library materials collection development policies shall be reviewed at least every three years and revised as necessary.

**Sec. 3. AVOIDING INAPPROPRIATE MATERIAL**

In addition to the above criteria for selection, all material should be appropriate for students. Texas Penal Code § 43.24(a)(2) describes harmful material as material whose dominant theme taken as a whole: (1) appeals to the prurient interest of a minor, in sex, nudity, or excretion; (2) is patently

BOARD ADOPTED: June 16, 2026

1 of 12

**IDEA PUBLIC SCHOOLS BOARD POLICY MANUAL**  
**POLICY GROUP 2 – INSTRUCTION**  
**LIBRARY MATERIALS**

PG-2.302

offensive to prevailing standards in the adult community as a whole with respect to what is suitable for minors; and (3) is utterly without redeeming social value for minors. It is an offense in Texas to distribute this material in violation of Texas Penal Code §43.24(b).

Library materials shall not include, and IDEA libraries are prohibited from possessing, acquiring, and/or purchasing: (1) “harmful material” as defined by Texas Penal Code § 43.24; (2) any material rated sexually explicit by the publisher or selling library material vendor under Texas Education Code § 35.002, as applicable; “obscene” material as defined by Texas Penal Code § 43.21(a)(1); any library material that is pervasively vulgar or educationally unsuitable as referenced in *Board of Education v. Pico*, 457 U.S. 859 (1982); any library material that refers a person to an internet website containing content prohibited under this policy, including the use of any link or QR code, as defined by Section 443.001(10), Texas Health and Safety Code § 443.001(10); or any other material legally prohibited from inclusion in a public school library. Obscene content is not protected by the First Amendment to the United States Constitution.

IDEA is committed to compliance with the Children’s Internet Protection Act (CIPA) as specified in 47 U.S.C. §254(h)(5), through the implementation of its library collection development policies. Library materials shall comply with CIPA, including technology protection measures.

**Sec. 4. RESPONSIBILITY FOR SELECTION**

While the legal responsibility for the purchase of all instructional materials is vested in the IDEA School Board, the responsibility for the selection of library materials is discharged to IDEA’s Director of Library Services. The Board will provide final approval for all new materials added to the library.

**Sec. 5. CRITERIA FOR SELECTION**

All selected library material shall be appropriate for students as described under Section 3, above.

The IDEA Director of Library Services shall work cooperatively with faculty and the campus administration to apply this policy in making selections for school library collections. To ensure parental engagement, IDEA shall make the selection process of library materials readily available for parental review, with a list of all library materials posted on-line on the school’s website, and the content of all materials available for direct review during reasonable hours specified for such review.

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Each item selected shall:

1. Support and enrich the curriculum and/or students’ personal interests and learning;

BOARD ADOPTED: June 16, 2026

2 of 12

**IDEA PUBLIC SCHOOLS BOARD POLICY MANUAL**  
**POLICY GROUP 2 – INSTRUCTION**  
**LIBRARY MATERIALS**

PG-2.302

2. Meet high standards in literary, artistic, and aesthetic quality; technical aspects; and physical format;
3. Be appropriate for the subject area and for the age, intellectual development, and ability level of the students for whom the materials are selected;
4. For non-fiction resources, incorporate accurate and authentic factual content from authoritative sources;
5. Earn favorable reviews in standard reviewing sources and/or favorable recommendations based on preview and examination of materials by professional personnel;
6. Balance cost with need.
7. Avoid inappropriate material as defined above.

In addition to the above criteria, fiction, narrative nonfiction (memoirs and biographies), and graphic novels must each meet the following selection criteria, with IDEA determining that such materials:

1. Are integral to the instructional program.
2. Reflect the interests and needs of the students and faculty.
3. Are appropriate for the reading levels and understanding of students.
4. Are included because of their literary or artistic value and merit.
5. If narrative nonfiction, present information with the greatest degree of accuracy and clarity.

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The following selection objectives are adopted to ensure the selected material is aligned with IDEA educational program and curriculum

- To provide materials that enrich and support the curriculum and personal needs of the users, considering their varied interests, abilities and learning styles
- To provide materials that stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards in the pluralistic society
- To provide a background of information which enables students to make intelligent judgments in their daily lives
- To provide materials on opposing sides of controversial issues that users may develop the practice of critical analysis
- To provide materials which realistically represent our pluralistic society and reflect the contributions made by all groups and individuals to our American heritage
- To principle above personal opinion and reason above prejudice in selection of materials of the highest quality to assure a comprehensive library media collection for all users.

The following criteria for selection addresses the educational goals of IDEA:

BOARD ADOPTED: June 16, 2026

3 of 12

**IDEA PUBLIC SCHOOLS BOARD POLICY MANUAL**  
**POLICY GROUP 2 – INSTRUCTION**  
**LIBRARY MATERIALS**

PG-2.302

- Relevance to today’s world, reflecting problems, aspirations, attitudes and ideals of society
- Educational significance
- Need of, and value to the collection
- Contributions of the subject matter to the curriculum and to the interests of students
- Overall quality as based on preview and examination of materials by professional personnel
- Reputation and significance of the author, producer and publisher
- Validity, currency, and appropriateness of material
- Contribution the material makes to breadth of representative viewpoints on controversial issues
- Appeal of the material to the library’s users
- Artistic quality and/or literary style
- Quality and variety of format
- Value commensurate with cost and/or need
- Timeliness or permanence
- Integrity
- Not inappropriate, as defined above.

Prior to any material being selected for inclusion, all library material shall have been reviewed and recommended for inclusion by the Director of Library Services or individuals designated by the Director of Library Services. The Director of Library Services may consult published reviews, literature summaries provided by book publishers, and literature journals for the basis of recommendations.

**Sec. 6. ACQUISITION PROCEDURES**

The IDEA Director of Library Services shall select material based on their own expertise and solicit recommendations from others. Recommendations for library acquisitions shall involve administrators, teachers, other IDEA personnel, parents, and community representatives, as appropriate.

Selection of materials is an ongoing process that includes the removal of collections deemed by the Board or the IDEA Director of Library Services to be no longer appropriate and the periodic replacement or repair of materials still of educational value.

School library materials orders shall be approved by IDEA Director of Library Services for both orders at the district and campus level.

BOARD ADOPTED: June 16, 2026

4 of 12

**IDEA PUBLIC SCHOOLS BOARD POLICY MANUAL**  
**POLICY GROUP 2 – INSTRUCTION**  
**LIBRARY MATERIALS**

When acquiring new library material content not previously acquired, the Director of Library Services or designee shall submit a list to the Superintendent for inclusion in a board agenda. The Board shall be provided the list at least thirty days prior to action.

**a) *Individual board member review***

If any Board member questions or desires further information on any title or author, he/she shall contact the Superintendent at least thirty (30) days before board action. The Superintendent or designee shall then contact the IDEA library supervisor to obtain copies of professional reviews of any library material in question. If so desired, the board member can obtain a copy of the library material from another source.

**b) *Board action***

The order of purchase for library materials in its entirety, including any materials in question by individual board members, shall be presented to the Board following the 30-day review period.

Prior to voting, individual Board members shall have an opportunity to present their rationale for desiring to exclude certain books from the order, with amendments to the proposed list considered either as a group or individually, depending on board action. After Board approval, the final list shall be processed for order. As the new materials are received, they shall be checked against a master list of materials ordered.

The selection and acquisition of the digital library collection will follow the same policies and procedures as the physical library collection. IDEA shall ensure that the method by which students access the digital library will allow students only to access age/grade-appropriate content. The curator will apply access levels by consulting the peer-reviewed recommended age group, school librarians, and educators. Access levels shall be applied as:

Recommended Ages	Grade Span	Content Access Level
4-10	PK-5	Juvenile
11-13	6-8	Middle School
14+	9-12	High School
Young Adult	9-12	High School

**c) *TexQuest digital resources***

TexQuest is the Texas State Library and Archives Commission’s (TSLAC’s) electronic instructional resources program for public schools. Participation in TexQuest is voluntary.

BOARD ADOPTED: June 16, 2026

**IDEA PUBLIC SCHOOLS BOARD POLICY MANUAL**  
**POLICY GROUP 2 – INSTRUCTION**  
**LIBRARY MATERIALS**

PG-2.302

TexQuest is supported by the Texas Legislature and by participation fees paid by school districts and open-enrollment charter schools. TSLAC administers all aspects of the TexQuest program and coordinates with districts on the implementation and management of any TexQuest resources the district or school system selects to make available for its students.

TSLAC licenses resources for the TexQuest program following state procurement practices and with opportunities for community input. Professional librarians evaluate resources for inclusion in the program based on the TexQuest Collection Development Policy and actively manage the resulting contracts. Use of any or all TexQuest digital resources and e-books remains a Board decision.

**Sec. 7. CHALLENGE PROCEDURES**

A parent of an IDEA student or community member may formally challenge library material used in the IDEA’s educational program on the basis of appropriateness. The school receiving a complaint about the appropriateness of a library material shall try to resolve the matter following IDEA’s standard campus grievance policy.

The conference may also include other necessary staff members as deemed appropriate by district-level library personnel.

If the complainant wishes to file a formal request for reconsideration, a copy of the “Request for Reconsideration of Library Materials” form shall be provided to the complainant by district-level Library supervisor or designated administrator/media specialist. The following shall apply:

The Board’s grievance policies and process for parents (or employees if applicable) under Board Policy Student and Parent Complaints and Grievances Policy or the Employee Complaints and Grievances Policy shall apply to any formal grievance.

Student access to a challenged material shall be restricted during the reconsideration process.

If the complainant wishes to file a formal request for reconsideration, a copy of the “Request for Reconsideration of Library Materials” form shall be provided to the complainant by the Chief Academic Officer’s designee. The following shall then apply:

The Board’s grievance policies and process for parents (or employees if applicable) as outlined in the Student Handbook and/or Employee Handbook, respectively, shall apply to any formal grievance.

The decision of the Board, if appealed to the Board, is final and non-appealable.

BOARD ADOPTED: June 16, 2026

6 of 12

**IDEA PUBLIC SCHOOLS BOARD POLICY MANUAL**  
**POLICY GROUP 2 – INSTRUCTION**  
**LIBRARY MATERIALS**

PG-2.302

A specific library material that completes the formal challenge process and remains in the library will not be reconsidered within two calendar years of final determination. IDEA shall verify previous decisions prior to initiating the process for a formal request for reconsideration.

**Sec. 8. OPPORTUNITY FOR PARENT REVIEW**

In recognizing that parents hold an essential role in the education of their children and have the right to guide what their children read, each library shall maintain a catalog of materials on the school library platform that shows what is available. The school principal, will offer a “Parent Preview” at least ten days before books are to be placed on the shelves, once in the fall and once in the spring. Audio-visual materials are to be made available to parents for in-person review, upon request, on the same basis as printed materials are made available.

For additional parent rights, see Sections 13 and 14 of this policy.

**Sec. 9. OTHER PARENTAL CONSIDERATIONS**

In school libraries, students are afforded the opportunity to self-select texts as part of literacy development. While library staff are trained in selecting materials in accordance with Board policy and the outlined selection criteria and may provide guidance to students in selecting texts, the ultimate determination of appropriateness lies with the student and parent.

School library staff, teachers, or designated campus administrators, are to encourage parents to share any considerations regarding their students’ book selections. Parents may contact the campus administrators directly to request access to the school’s library platform to set book restrictions based on specific book titles. Campus administrators will accommodate individual requests by parents, within reason, which may include restricting specific titles or books.

IDEA may not allow an enrolled student to reserve, check out, or otherwise use outside the school library any library materials rated as sexually relevant material unless the school first obtains written consent from the student’s parent or person standing in parental relation. *Tex. Educ. Code § 35.005*.

**Sec. 10. CRITERIA FOR GIFTS AND DONATIONS**

Gifts and donations to the school library or classroom libraries are accepted with the understanding that the decision for use and disposition of the materials and/or funds will be determined using the same selection criteria as purchased materials. All materials should support the curriculum and needs of library users. Gifts and donations, like purchased resources, will be removed from the collection at the end of their useful life. Gifts and donations will be subject to the acquisition policy and process for approval before including in the school library collection or in a classroom library.

BOARD ADOPTED: June 16, 2026

7 of 12

**IDEA PUBLIC SCHOOLS BOARD POLICY MANUAL**  
**POLICY GROUP 2 – INSTRUCTION**  
**LIBRARY MATERIALS**

PG-2.302

**Sec. 11. ROUTINE REVIEW AND REMOVAL OF MATERIALS**

Annually, the Director of Library Services shall collaborate with campus library staff and campus administration to conduct an inventory of the school library collection and equipment. The inventory can be used to determine losses and remove damaged or worn materials which can then be considered for replacement. The inventory can also be used to deselect and remove materials that are no longer relevant to the curriculum or of interest to students. Additionally, the Director of Library Services should develop a collection maintenance plan that includes systematic inspection of materials that would result in removing outdated, damaged, or irrelevant materials from the collection. All materials removed from the collection shall be disposed of in accordance with IDEA's property disposal procedures. Incorporated into this routine review and removal of existing inventory, IDEA shall create an ongoing cycle to review content existing in circulation.

IDEA shall not remove material based solely on the ideas contained in the material or the personal background of the author of the material or characters in the material.

**Sec. 12. REVIEW AND REPORTING OF CERTAIN LIBRARY MATERIALS**

Not later than January 1 of every odd-numbered year, IDEA shall:

1. Review the content of each library material in the catalog of a school library that is rated as sexually relevant material under Texas Education Code § 35.002(a) by the library material vendor;
2. Determine in accordance with the school's policies regarding the approval, review, and reconsideration of school library materials whether to retain each library material reviewed in the school library catalog; and
3. Provide physical copies of the report at the IDEA Headquarters office upon request.

The report must include:

1. The title of each library material reviewed;
2. IDEA's decision regarding whether to retain the library material; and
3. The campus where the library material is currently located.

*Tex. Educ. Code § 35.006.*

**Sec. 13. PARENTAL RIGHTS AND CONTROL OF ACCESS**

Parents are the primary decision makers regarding their student's access to library material. All parental rights and control of access provisions contained in this policy shall also apply to all platforms that provide students with access to digital library materials. IDEA shall ensure that all such platforms provide parents with the ability to restrict student access to content.

BOARD ADOPTED: June 16, 2026

8 of 12

**IDEA PUBLIC SCHOOLS BOARD POLICY MANUAL**  
**POLICY GROUP 2 – INSTRUCTION**  
**LIBRARY MATERIALS**

PG-2.302

**a) *Library catalog***

IDEA shall develop and maintain a catalog of all library materials, which shall include but not be limited to library materials in all school libraries, in all classroom libraries, and that are made available to students online. The catalog shall include identifying information such as the title, author, and subject. The catalog shall denote with specificity the school(s) and classroom(s) where materials are available. The catalog shall be searchable by title, school location, and classroom location.

The catalog shall be made accessible to parents and the general public via posting on IDEA's website in a prominent location and include a search feature. The catalog shall be updated as school collections change and at least annually.

Classrooms shall not contain library materials that are not listed in IDEA's library catalog, but this restriction does not apply to instructional materials held in classrooms. The campus principal, or designee, at each campus shall ensure every classroom library on the campus is in compliance with this policy.

**b) *Parent access to library catalog and opt-out***

IDEA and each campus shall adopt procedures that provide for the parent of a child enrolled in the school to:

1. Reasonably and efficiently access the catalog of available library materials at each school library in the school; and
2. Provide the parent with access to the school's online library catalog platform to set book restrictions based on book title that the parent's child may not be allowed to check out or otherwise access for use outside of the school library.

*Tex. Educ. Code § 33.023(a).*

The procedures adopted must allow for a parent to submit a list of library materials through:

1. An electronic or physical form; or
2. The school's online library catalog platform.

*Tex. Educ. Code § 33.023(b).*

IDEA shall not allow a student to check out or otherwise use outside the school library a library material the student's parent has included in a list described above. *Tex. Educ. Code § 33.023(c).*

**c) *Opt-out procedure***

BOARD ADOPTED: June 16, 2026

9 of 12

**IDEA PUBLIC SCHOOLS BOARD POLICY MANUAL**  
**POLICY GROUP 2 – INSTRUCTION**  
**LIBRARY MATERIALS**

PG-2.302

Parents may restrict their child’s access to specific library materials by submitting a request to the campus principal or designee. Upon receiving of the request, the campus principal or designee will provide the parent with a guide explaining the process to create an account within the online school library platform, access their child’s account, and to identify and flag titles for restriction.

Following the submission of restrictions, the parent shall be asked to provide the campus principal or designee with the list of materials they had restricted. The principal or designee will ensure that these restrictions are documented and shared with the student’s teachers and appropriate staff.

If a student attempts to check out restricted materials, the online library platform will generate an alert to notify staff, and the student will not be permitted to access those materials.

Regardless of parental requests, IDEA teachers and library staff are responsible for ensuring that all materials accessible to students are age- and grade-level appropriate in accordance with district policy and applicable law.

**d) *Funding***

IDEA may use funds from the school’s instructional materials and technology allotment under Texas Education Code § 31.0211 for costs associated with complying with this Section.

**Sec. 14. PARENT ACCESS TO STUDENT ACCESS LIBRARY RECORDS**

IDEA shall, through its online library catalog platform, provide to each parent of a child enrolled in the school an email record of each time the parent’s child checks out or otherwise uses outside the school library a library material. The record must include, as applicable, the title, author, genre, and return date of the library material.

*Tex. Educ. Code § 33.024.*

**Sec. 15. ADMINISTRATIVE PROCEDURES**

IDEA shall formally implement administrative procedures as reasonably necessary to properly administer this policy and to adhere to applicable law and rule. In doing so, IDEA shall not adopt, and are prohibited from adopting, an administrative procedure that conflicts with applicable law or this policy. Accordingly, IDEA shall confer with the Board or legal counsel before deviating from the requirements set forth in this policy. In the event that a deviation from this policy becomes necessary, IDEA shall either recommend an amendment to this policy or the Board’s approval of a specific deviation, including the purpose, scope and duration of the requested deviation.

BOARD ADOPTED: June 16, 2026

10 of 12

**IDEA PUBLIC SCHOOLS BOARD POLICY MANUAL**  
**POLICY GROUP 2 – INSTRUCTION**  
**LIBRARY MATERIALS**


PG-2.302

**Sec.16. DATE ADOPTED AND EFFECTIVE**

As set forth in the pertinent minutes to the meeting of the Board, the Board adopted this policy on June 16, 2026, and it became effective on June 16, 2026. This policy shall be retained until superseded, expired, or discontinued and for five (5) years thereafter in accordance with state law.

**Sec. 17. CERTIFICATION**

The Undersigned, being the Secretary of the Corporation, hereby certifies that the foregoing represents a true copy of the Board Policy relating to Student Fees, as originally adopted by the Board on June 16, 2026, and as subsequently amended by the Board on June 16, 2026 which Policy, as amended, is in full force and effect and has not been revoked or amended.

Signed by:  
  
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Ed Rivera, Secretary

6/17/2026  
Date Certified

BOARD ADOPTED: June 16, 2026

11 of 12

**IDEA PUBLIC SCHOOLS BOARD POLICY MANUAL  
POLICY GROUP 2 – INSTRUCTION  
LIBRARY MATERIALS**

PG-2.302

**LIBRARY REQUEST FOR RECONSIDERATION OF MATERIAL**

School: \_\_\_\_\_

Title: \_\_\_\_\_

Media Format (Book/video): \_\_\_\_\_

Author/Producer: \_\_\_\_\_

Request Initiated By

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Does the person making this request represent a group or organization? Yes/No

If so, please identify the name of the organization: \_\_\_\_\_

Please answer the following questions:

1. Have you read, viewed, or listened to the material in its entirety? Yes/No
2. Please cite specific pages to which you objected. (Explain your objections)
3. What do you identify as the theme of the material?
4. What good features do you identify?
5. For what age group would you recommend this material?
6. In place of this material, please recommend other material, which you consider to be of equal or superior quality for the educational purpose intended.
7. Do you wish to make an oral presentation to the Board of Directors? Yes/No

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

BOARD ADOPTED: June 16, 2026

12 of 12