



SCHOOL LIBRARY MEDIA

SENSITIVE MATERIALS | SCOPE OF WORK | FAQ

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IMPORTANT LINKS

[District Library Media Policy \(Updated\)](#)

[Administrative Procedures \(Updated\)](#)

[Sensitive Materials Reviews](#)

[School Library Catalogs \(Website\)](#)

[Sensitive Materials Law HB 374](#)

[USBE Model Policy](#)

Includes AG Guidance Memos

SENSITIVE MATERIALS REVIEW PROCESS

REVIEW REQUESTS

Parents, staff, and students who believe a library resource contains sensitive materials may submit a request for sensitive materials review online.

COMMITTEE REVIEW

A representative district-level committee of educators and parents (with parent majority) reviews all requests and determines whether material is retained in the library or removed according to Utah law. Committee decisions are made by majority vote.

DECISION PROCESS AND CRITERIA

Using criteria recommended in a memo from the Utah Attorney General (June 1, 2022), the committee uses a two-phase analysis to determine whether a resource should be retained or removed from school libraries.

During the first phase, the committee determines whether specific passages identified in the submitted request describe or depict illicit sex or sexual immorality as defined in Utah Code § 76-10-1227 (1)(a)(i), (ii), or (iii). If so, the content is considered sensitive material with no serious value for minors, and the resource is removed as per Utah law.

If the resource is not removed during the first phase, the committee moves to the second phase and reviews the resource in its entirety. The committee determines whether the resource has serious value for minors and whether it contains other types of sensitive material defined in § 76-10-1201, § 76-10-1203, and § 76-10-1227 (1)(a)(iv). If a resource has no serious value for minors and it contains other types of sensitive material, the resource is removed as per Utah law.

PARENTAL OPTIONS

VIEW LIBRARY CATALOGS ONLINE

Parents can view an online catalog of all library media resources available in Davis School District schools by following the link on the front page of this document.

REQUEST THAT CERTAIN RESOURCES NOT BE CHECKED OUT TO THEIR STUDENTS

Parents may request that specific library resources not be checked out to their students. These requests are submitted via email to the school librarian. They do not require additional review and are processed as soon as possible.

REQUEST THAT THEIR STUDENTS NOT HAVE ACCESS TO ONLINE LIBRARY COLLECTIONS

Parents may request that access to online library collections be restricted for their students. System requirements do not allow these requests to be processed for individual titles but rather for entire online collections. These requests are submitted via email to the school librarian. They do not require additional review and are processed as soon as possible.

REQUEST THAT THEIR STUDENTS NOT HAVE ACCESS TO THE LIBRARY

Parents may request that their students be fully restricted from the library spaces in school. These requests should be submitted to the school administrator via email. In elementary schools, classes attend the library as part of the weekly schedule. When parents request a full restriction of library access, a reasonable alternative activity will be required of students.

REACH OUT WITH QUESTIONS OR CONCERNS

Parents are encouraged to reach out to school librarians or administrators if they have any questions about sensitive materials policies/procedures, or specific content in the school's library collection.

POLICY DEVELOPMENT TIMELINE

LEGISLATION, AG GUIDANCE, & USBE MODEL POLICY

- *May 4:* Sensitive materials legislation (HB 374) goes into effect. (HB 374 includes requirements for Utah Attorney General (AG) to issue legal guidance, and Utah State Board of Education (USBE) to provide a model policy.)
- *May 4:* First AG memo published.
- *June 1:* Second AG memo published.
- *June 7 Board Meeting:* Board directed their policy committee to develop a policy based on HB 374 and AG/USBE guidance.
- *June 8 Policy Committee:* Between June and August, the committee met five times to develop library media policy.
- *July 12 Board Workshop:* Board received updates on policy development and delay in publication of USBE guidance.
- *August 2 Board Workshop/Meeting:* Board received and discussed draft policy, heard live public comments, and passed the draft policy on first reading.
- *August 2-14 Open Public Comment Period:* Board received written public comments online.
- *August 16 Board Workshop/Meeting:* Board reviewed submitted comments, heard live public comments, postponed vote for second/final reading to allow policy committee to address feedback.
- *September 6 Board Meeting:* Board reviewed adjustments and passed the policy on second/final reading. (Davis District had one of the earliest policy approvals in the state; nearly a month ahead of the USBE deadline.)

IMPLEMENTATION TIMELINE

TRAINING AND COMMITTEE DEVELOPMENT

- *August 16 & 19:* Policy update and training for all school librarians.
- *August 31:* Committee to develop updated administrative guidelines.
- *September 12 & 13:* Policy update and training for all school administrators.
- *September 22:* Conclusion of committee work on administrative guidelines.
- *September:* School administrators and librarians develop school library committees.
- *September:* Identification of district committee pools.
- *October 5 & 7:* Librarian training for school committees (train-the-trainer approach).
- *October 11:* Training for district committee facilitators.
- *October 17:* District committees begin reviews.
- *November 7:* First weekly announcement of committee decisions (plan to repeat each week).

SENSITIVE MATERIALS REVIEWS *(as of November 14, 2022)*

SENSITIVE MATERIALS REVIEW REQUESTS

- Unique titles with review requests: **64**
 - Requests submitted prior to passage of new policy: **22**
 - Requests submitted since passage of new policy: **42**
- Unique parents submitting requests: **25**
 - Submitted prior to passage of new policy: **5**
 - Submitted since passage of new policy: **20**

DISTRICT SENSITIVE MATERIALS REVIEW PROGRESS

- Unique committees each reviewing several requests: **14**
- Total Titles Awaiting Review: **9**
- Total Titles Currently Under Review: **44**
- Total Titles Reviewed: **11**
 - Retained: **0**
 - Removed: **11**

FREQUENTLY ASKED QUESTIONS

HOW ARE BOOKS SELECTED FOR INCLUSION IN SCHOOL LIBRARIES?

Each school librarian leads the selection of resources for their library. They utilize a school-based library committee that approves selections based on established criteria.

WHAT ABOUT BOOK CHALLENGES SUBMITTED PRIOR TO THE NEW POLICY/PROCESS?

The district will process all unfinished book challenges from the prior school year using the updated criteria. If a book challenge was completed during the prior year and the book was retained, a parent may request another review using the updated criteria.

HOW CAN I GET INVOLVED?

Parents are encouraged to serve on the school or district-level library committees. Don't hesitate to reach out to school librarians or school administrators with questions or concerns.

HOW CAN I RESTRICT MY OWN CHILD'S ACCESS TO LIBRARY MATERIALS?

Davis School District honors requests from parents who wish to restrict certain library media resources for their own students. Details are outlined in the "Parental Options" section above.