



Administrative Procedure 252

**SELECTION PROCEDURE FOR
LIBRARY LEARNING COMMONS (LLC) RESOURCES**

Background

The School Library Learning Commons (LLC) provides a diverse, inclusive, and information-rich collection that supports the educational and intellectual development of students and promotes voluntary reading and lifelong learning. The selection of library resources is a professional responsibility, guided by strong selection guidelines and a clear reconsideration procedure. This procedure outlines the criteria and principles that guide the confident selection of materials for the school Library Learning Commons.

Evaluation criteria are subdivided into: Appropriateness to Program, Social Considerations, Suitability for Students, and Instructional and/or Technical Design. The criteria helps to ensure that the selection of materials reflects the Langley School District’s vision that all students will make relevant, meaningful choices to ignite a lifelong passion for learning. Further, this philosophy will aid our schools in fostering an inclusive and accepting culture that will allow our students to learn through flexible and connected environments. All resources will **NOT** necessarily meet all the criteria listed below.

The professional Teacher Librarian involved in selection of resource materials shall apply the following criteria as a guide:

Learning Commons Resource Selection Criteria	Criteria	Extension and/or Elaboration
Appropriateness to Program	The resource is aligned to one or more core competencies, big ideas, curricular competencies, or content standard in the provincial curriculum.	Materials should: <ul style="list-style-type: none"> • be of educational significance. • contribute to curricular objectives. • fulfill the diverse, free and voluntary reading interests of the students. • be of contribution to the breadth and diverse viewpoints on controversial issues.
Social Considerations	The resource contributes to an equity-informed collection that reflects the diversity of Canadian society.	Materials should: <ul style="list-style-type: none"> • appropriately represent a variety of religions, genders, diverse backgrounds, sexual orientations, gender identities, ages, and socio-economic status. • present Indigenous Canadians in contemporary contexts where appropriate.

		<ul style="list-style-type: none"> • include Indigenous perspectives and ways of knowing. • promote respect and understanding of cultural diversity. • enable students to recognize potential bias and examine their own attitudes and behaviours. • represent and address a variety of perspectives, including controversial issues. • present a broad-based perspective of Canada within a global framework. • present the diversity of Canada's religious, ethnic, and cultural groups and their contributions to our heritage.
Suitability for Students	The resource is appropriate for the age and grade level of the students in the school.	Materials should: <ul style="list-style-type: none"> • engage readers. • serve students' varied interests and learning abilities. • allows for students' intellectual freedom. • stimulate personal growth and the growth of critical thinking. • be relevant and reflective of students' lives and lived experiences. • fulfill the diverse free voluntary reading interests of the students and encourage self-selection and reading for pleasure.
Instructional and/or Technical Design	The resource is of high quality.	Materials should: <ul style="list-style-type: none"> • be well-organized and presented clearly and logically. • include high-quality illustrations, graphics, photographs, and artwork when appropriate. • be durable. • be used in a way that justifies the cost. • be of permanence, timeliness, local relevance, or significance.

Process for Reconsideration of Library Learning Commons (LLC) Resources

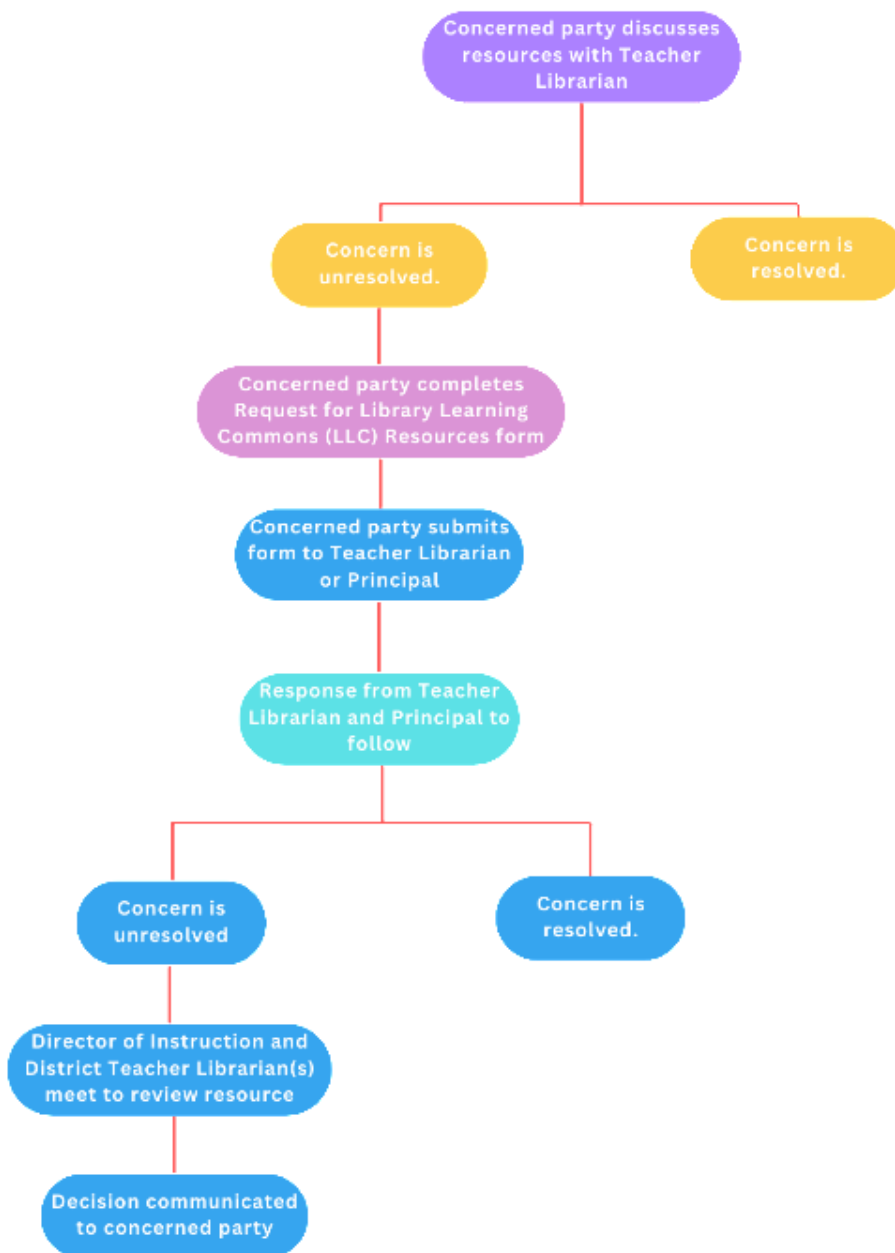
The Langley School District has delegated responsibility for selection and evaluation of LLC resources to the school's Teacher Librarian. If you wish to request the reconsideration of LLC materials, the first step in this process is to complete the Request for Reconsideration of Library Learning Commons (LLC) Resources form ([AP 252 Appendix A](#)) and return it to the school's Teacher Librarian. Any item that is believed to be unsuitable by a parent/guardian or staff member will follow this formal process. The item will remain in circulation pending the review of the resource.

Both the Teacher Librarian and the Principal will review the completed Request for Reconsideration form and examine the resource in question. The District's Selection Procedure for Library Learning Commons Resources, as outlined in this Administrative Procedure, will be referenced extensively. Other qualified district personnel (e.g. District Teacher Librarian) may also be consulted to assist in this procedure and any decision will be shared with the parties involved. The review process should normally be completed within a month of the receipt of the Request for Reconsideration form.

Steps to follow:	Date
1) Review Selection Procedure.	
2) Submit Request for Reconsideration form to Teacher Librarian or school Principal.	
3) Response from Teacher Librarian and Admin to follow.	
4) If not resolved, Director of Instruction and District Teacher Librarians will meet to review the Request for Reconsideration.	

Request for Reconsideration of Library Learning Commons (LLC) Resources

All requests for reconsideration of LLC resources must follow the steps below.



Reference: Sections 7, 8, 17, 20, 22, 65, 85, 168 [School Act](#)
[Ministerial Order 333/99 – Educational Program Guide Order](#)
[AP 252 Appendix A: Request for Reconsideration of Library Learning Commons \(LLC\) Resources Form](#)