

# Administrative Procedure 371

## Students

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# SELECTION, AVAILABILITY, AND ACCESS OF SCHOOL LIBRARY MATERIALS

## BACKGROUND

In alignment with the *Ministerial Order: Standards for the Selection, Availability, and Access of School Library Materials (2025)*, Westmount Charter School (WCS) is committed to providing students with access to high-quality, diverse, and developmentally appropriate library resources. These materials supplement the curriculum, foster a love of reading, and promote critical thinking, all while reflecting the diversity of our school community.

The standards are designed to protect students from exposure to explicit visual depictions of sexual acts, while ensuring access to classic literary works and educational resources related to human development.

This procedure outlines the process for selecting, maintaining, and reviewing library and classroom resources, as well as providing parent/guardian access to information about collections.

## DEFINITIONS

The definitions listed in the following table apply to this administrative procedure.

<b>Classroom Collection</b>	Teacher-curated collection of literacy materials available to students within a classroom.
<b>Explicit Sexual</b>	Any explicit visual depiction of a sexual act, as defined in Ministerial Order#034/2025.
<b>List of Materials</b>	A publicly available catalogue of all school library materials, excluding classroom collections, maintained by the school authority.
<b>Non-sexual Developmental Content</b>	Visual depictions of human development (e.g., puberty, menstruation, pregnancy, breastfeeding) or activities that are not distinctly sexual in nature (e.g., kissing, handholding).
<b>School Library</b>	Includes physical libraries, learning commons, and digital catalogues accessible to students.

## PROCEDURES

### 1. Selection of Materials

- 1.1 Library and classroom materials shall be selected to:
  - 1.1.1 Support curriculum outcomes and instructional practices;
  - 1.1.2 Provide accurate, relevant, and developmentally appropriate information;
  - 1.1.3 Reflect diversity in experiences, perspectives, and voices;
  - 1.1.4 Encourage literacy, inquiry, and critical engagement; and
  - 1.1.5 Align with principles of equity, inclusion and respect for human rights.

### 2. Access Standards

- 2.1 No materials containing explicit visual depictions of sexual acts shall be included in, or made accessible through, any school or classroom library, *unless such materials are for information or reference, such as technical materials, dictionaries, or encyclopedias, that are not narrative in nature.*

- 2.2 Materials that include non-sexual developmental content (e.g., puberty, menstruation, pregnancy, breastfeeding) are permitted and remain accessible as educational resources.
- 2.3 Classic literary works and other texts of educational value should continue to be available in school and classroom libraries. Removal should only be considered if the material contains explicit visual depictions of sexual acts.
- 3. Review of Materials
  - 3.1 All materials in school and classroom libraries must be reviewed regularly to ensure compliance with the Ministerial Order.
  - 3.2 By October 31, 2025, WCS will submit to the Minister of Education and Childcare a list of any literary materials intended for removal in order to comply with the standards.
  - 3.3 By January 5, 2026, all materials containing explicit visual depictions of sexual acts will be removed, and all required policies and procedures will be in place.
  - 3.4 The standards do not apply to materials brought to school by students without the knowledge of WCS staff.
- 4. Parent/Guardian Requests and Transparency
  - 4.1 WCS shall maintain a publicly available listing of all school library materials.
  - 4.2 Parents/guardians may request information about specific school or classroom materials.
  - 4.3 Concerns about specific materials may be submitted in writing to the principal, who will coordinate a review process and provide a written decision regarding retention, removal, or reclassification.
- 5. Monitoring and Compliance
  - 5.1 Principals are responsible for ensuring that school and classroom collections comply with the standards.
  - 5.2 Staff are expected to follow this procedure when selecting, curating, and providing access to materials.
  - 5.3 This procedure will be reviewed annually to ensure ongoing compliance with the Ministerial Order and alignment with the needs of the school community.

**Legal Reference:** *Ministerial Order: Standards for the Selection, Availability, and Access of School Library Materials*

**Cross Reference:**

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**Date of Revision:**

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