

## Administrative Procedure 295

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### SCHOOL LIBRARY MATERIALS: SELECTION, ACCESS, AND REVIEW

#### Background

Northern Gateway Public Schools is committed to establishing and maintaining a safe, inclusive, equitable, and welcoming learning and teaching environment, including:

- access to high-quality, age-appropriate, and inclusive library materials that are essential to student learning, literacy development, and lifelong engagement, and in alignment with Alberta Education's 2025 Ministerial Order on School Library Materials,
- ensuring that all school library resources support student well-being, development, and curricular outcomes while protecting students from exposure to inappropriate content,
- ensuring that standards for selecting and managing school library materials across all NGPS schools, including print and digital resources, meets the Ministry of Education standards,
- ensuring transparent processes for catalog publication, community review, and student access, ensuring that collections reflect both educational merit and the values of the NGPS learning community.

#### Definitions

Library Materials: All physical and digital resources catalogued and stored in a dedicated space in a school including: school's learning commons, library, or reading collections, including books, e-books, periodicals, audiobooks, and digital databases.

Explicit Sexual Content: Any depiction or description of sexual acts, as defined in Alberta's school library standards. These materials are prohibited from all NGPS school libraries.

Non-Explicit Sexual Content: Mild sexual references or themes that do not include explicit acts. These materials may only be available to students in Grades 10–12, if deemed age-appropriate.

School Community Member: Any individual with an established relationship to the school, including students, parents/guardians, employees, volunteers, and members of school councils.

## **Procedures**

### **1. Selection of Library Materials**

- 1.1. Library materials must be selected to support Alberta curriculum, NGPS educational goals, and student learning needs.
- 1.2. All materials must:
  - 1.2.1 Be developmentally appropriate for the grade levels they serve;
  - 1.2.2 Be free of explicit sexual content;
  - 1.2.3 Reflect diverse perspectives, identities, and experiences in a respectful and age-appropriate manner;
  - 1.2.4 Uphold high standards of literary, informational, or artistic merit;
  - 1.2.5 Support critical thinking, empathy, and intellectual engagement.
- 1.3. Materials containing non-explicit sexual content may only be included in Grades 10–12 collections and must be clearly identified and reviewed for developmental appropriateness.
- 1.4. Digital resources (e.g. e-books, online databases) are subject to the same selection standards as print materials.

### **2. Transparency and Access**

- 2.1. Each NGPS school shall maintain and publicly post a complete catalogue of all library materials, updated at least annually.
- 2.2. Catalogues must be:
  - 2.2.1 Available to parents and guardians;
  - 2.2.2 Inclusive of both print and digital holdings;
  - 2.2.2 Updated following any material additions, removals, or significant changes.

### **3. Supervision and Student Access**

- 3.1. Students must access library collections under the supervision of a staff member (e.g. teacher, teacher-librarian, EA, or administrator);
- 3.2. Schools shall implement procedures to:

3.2.1 Restrict elementary and junior high students from accessing high school-only materials;

3.2.3 Clearly label or shelf restricted materials separately where applicable;

3.3 Classrooms, unless set aside and equipped as per the Ministry definition, are not designated library spaces. Teachers are responsible for ensuring that materials in their classroom meet the required standards.

## **5. Monitoring and Review**

5.1. Each school shall conduct a review at least annually of its library collection to ensure ongoing compliance with selection standards and to identify materials for removal or update.

5.2. Schools will ensure that staff responsible for library services receive training on the selection standards, supervision expectations, and review procedures outlined in this AP.

5.3. The Division will support principals and library staff in applying consistent practices across all NGPS schools.

Reference: Administrative Procedure 205:  
Sensitive/Controversial Issues and  
Resources  
Administrative Procedure 176:  
Sexual Orientation, Gender Identity  
and Gender Expression  
Administrative Procedure 640:  
Responsible Use of Technology  
Ministerial Order 030/2025:  
Alberta School Library Standards

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