

Administrative Procedure 251 – Selection, Availability, and Access of School Library Materials

Background

Clearview Public Schools is committed to fostering a safe, caring, respectful, and inclusive learning environment. As part of this commitment, and in alignment with Ministerial Order #030/2025 issued under the Education Act, the Division establishes standards and procedures for the selection, availability, and access of school library materials. This procedure ensures materials are developmentally appropriate and support student well-being and learning.

Definitions

For the purpose of this Administrative Procedure:

- Child: An individual enrolled in an Early Childhood Services (ECS) program who is younger than six (6) years of age and does not meet the definition of a “student” under the *Education Act*.
- Student: As defined in the *Education Act*, a student is an individual who is enrolled in a school program operated by a school authority and meets the age and residency requirements outlined in the legislation.
- Depiction: Any form of content representation, including written passages, illustrations, photographic or digital images, audio files, or video recordings.
- Developmentally Appropriate: Refers to content that aligns with the student’s age, grade level, cognitive abilities, emotional maturity, and overall psychological development. Materials must be suitable for the expected norms of learning and comprehension at each educational stage.
- Explicit Sexual Content: Content that contains a detailed and unambiguous description or portrayal of a sexual act, as defined in Ministerial Order #030/2025, including but not limited to masturbation, penetration, oral-genital or hand-genital contact, ejaculation, or use of sexual devices on oneself or others, including but not limited to:
 - Masturbation involving the genitals or anus;
 - Penetration of any kind, whether real or simulated;
 - Oral-genital or hand-genital contact;

Administrative Procedure 251 – Selection, Availability, and Access of School Library Materials

- Ejaculation or depiction of ejaculation;
- Use of sexual devices on oneself or others.

Note: This definition excludes depictions contained in religious texts or scriptures and excludes educational content that is non-narrative and technical in nature (e.g., encyclopedias, dictionaries).

- **Non-Explicit Sexual Content:** Content that implies or portrays sexual acts without detail or clarity. Examples may include:

- Vague or symbolic references to sexual activity;
- Obscured visual depictions;
- General allusions in storytelling without graphic detail.

Note: This does not include depictions found in religious texts or educational reference materials.

- **Non-Sexual Content:** Content that is unrelated to sexual activity, including:
 - Medical illustrations or explanations (e.g., anatomical diagrams, medical treatments);
 - Biological functions such as puberty, menstruation, pregnancy, or breastfeeding;
 - Depictions of interpersonal affection such as hugging, handholding, or brief kissing;
 - Scientific and factual content provided for informational purposes (e.g., biology textbooks, health curricula);
 - Any indirect references to relationships or romance that do not describe or imply sexual acts.
- **Grade 10:** Refers to the tenth year of compulsory education, or its equivalent, as determined by the school authority, and generally includes students aged 15 to 16 years.
- **School Library:** Any collection of materials maintained within a school facility, including dedicated library rooms, learning commons, classroom-based collections, or curated reading areas.
- **School Library Materials:** Any books, printed texts, digital resources, or multimedia items accessible to students in school libraries. This includes fiction

Administrative Procedure 251 – Selection, Availability, and Access of School Library Materials

and non-fiction titles, reference materials, periodicals, and e-resources. The following are excluded from this definition:

- Curriculum resources authorized or approved by the Minister of Education;
- Teacher-selected resources used solely to support specific curricular outcomes in the classroom.

Procedures

1. Content Restrictions

1.3 Schools must not select for inclusion in a school library, or make available to any children or students in a school library, materials containing explicit sexual content.

1.1 Students in Grade 9 or below must not access materials containing non-explicit sexual content.

1.2 Students in Grade 10 and above may access developmentally appropriate materials that contain non-explicit sexual content.

2. Supervision and Access

2.1 All access to school library materials by students must be supervised by school authority staff.

2.2 Where students have access to materials outside the library (e.g., displays, classroom sets), supervision must also be in place to restrict access in accordance with this procedure.

3. Selection and Review

3.1 The Principal shall ensure that all school library materials:

- Comply with the definitions and restrictions above;
- Are reviewed on a continual basis;
- Are developmentally appropriate and support student learning and well-being.

Administrative Procedure 251 – Selection, Availability, and Access of School Library Materials

3.2 Clear criteria shall be established for the selection of materials, including:

- Educational relevance;
- Age-appropriateness;
- Alignment with curriculum and student interest.

4. Public Availability

4.1 Each school shall maintain and publish an up-to-date listing on their website of all school library materials, including classroom libraries, accessible to the public.

5. Complaint and Review Process

5.1 Requests to review, restrict, or remove specific materials may be made by:

- Students or parents of a student enrolled in the school;
- School authority employees;
- School council members;
- Community members with a direct connection to the school.

5.2 Complaints must relate to Section 2.a, 2.b, or 2.c of the Ministerial Order and be submitted in writing to the Principal.

5.3 The Principal will respond in writing within ten (10) school days, outlining the outcome and any actions taken.

6. Staff Responsibilities

6.1 All staff must understand the ministerial order, and be informed of and comply with this procedure.

6.2 Principals shall ensure staff are trained in developmentally appropriate supervision practices for library access.

6.3 The Principal shall coordinate the implementation of these standards and provide periodic updates to Division leadership.

7. Reporting and Compliance

7.1 Schools must provide reports or information on library collections as requested by Alberta Education and Childcare.

Administrative Procedure 251 – Selection, Availability, and Access of School Library Materials

7.2 The Division shall support implementation and monitor compliance across all schools.

References

Ministerial Order #030/2025: *Standards for the Selection, Availability, and Access of School Library Materials*

Education Act (Sections 33, 52, 53, 196, 197, 222)

Freedom of Information and Protection of Privacy Act

Canadian Charter of Rights and Freedoms

Effective: 2025-10-01 (removal of explicit sexual content)

Full implementation: 2026-01-01