

# THE PROCESS OF REVIEWING & PURCHASING BOOKS IN NORTHSIDE ISD

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- Librarians will **create a list of new titles/ISBNs they would like to add to purchase**, using our collection guidelines and vetting books by researching reviews.
  - Librarians will cross-check the existing NISD collection and the already Board-approved list of books to **check for ISBNs**.
  - Books that are **NEW titles must be board-approved**
  - **Existing ISBNs** do not need board approval.
- Librarians submit their **book list** to Library Services by the deadline
- Library services will create one big **NISD-Book-List-DATE** and post online for review.

2

## COMMUNITY REVIEW:

- **NISD-Book-List** is **submitted for public review** by posting it on the Library Services website **for a period of 30 days**, 30 days before the next Board meeting.
- If a member of the community wants to leave a comment on a book(s), they can submit feedback via the [Feedback Form for Library Materials Purchases](#) on the Library Services website.
- SLAC meets and reviews lists of books and any commentary.

3

## BOARD APPROVAL:

- **NISD-Book-List** will be presented to the Board for approval by vote at the next Board meeting.
- Board reviews/approvals will be **four times a year** – **August, December, March, June**

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- If approved, **NISD-Book-List** converts to **board-approved-list**
- The board-approved list will be posted online and shared with Librarians.

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**Librarians can purchase from board-approved list.**

## RECONSIDERATION PROCESS OR BOARD REMOVAL

- If someone wants to challenge a book for removal already in the collection, it will go through the **formal reconsideration process**.
- **Reconsideration Form** will be posted online.