Dear [Name],

Please accept our sincere apologies for the delay in responding to your information request of 7 June 2018. Aberdeen City Council (ACC) has completed the necessary search for the information requested.

Under the Freedom of Information (Scotland) Act, I would like to request the following information:

1. How many complaints about books or materials have secondary school libraries in the local authority received over the period 2012 - 2017 inclusive?

   There was 1 complaint.

2. For each instance:
   a. What was the title of the book or material that was challenged?
      Two-Timer by Bali Rai.

   b. On what basis was the challenge made? For example, Violence, Offensive Language, etc.
      Felt it was degrading to girls.

   c. Who made the challenge? For example, Parent, Staff member, Pupil, etc.
      Parent.

   d. What action was taken by the school library to resolve the challenge?
      Responded to parent explaining why the book was in the library; invited the parent to the library to meet the Resource Co-ordinator – offer declined. When child was placed in one of the bottom set of S3 English classes parent met with head of English bringing the book with them highlighting 15 instances of inappropriate content. Resource Co-ordinator and Line Manager reviewed the book and discussed the issues raised. Responded to the parent that the matter had been reviewed and they would continue to reinforce the message when pupils take books rated 13+.

3. Please provide a copy of the stock selection policy and complaints procedure used by secondary school libraries in the local authority, including the procedure to be followed in the event of a challenge to books or material held within the school library. This policy may also be known as a collection development policy.

   There is no universal policy for schools. 2 schools provided their policies which are attached.

Details of our corporate Complaints Handling Procedure can be found at [www.aberdeencity.gov.uk/complaints](http://www.aberdeencity.gov.uk/complaints).

We hope this helps with your request.

Yours sincerely,

Grant Webster
Information Compliance Officer

INFORMATION ABOUT THE HANDLING OF YOUR REQUEST
ACC handled your request for information in accordance with the provisions of the Freedom of Information (Scotland) Act 2002. Please refer to the attached PDF for more information about your rights under FOISA.

Information Compliance Team | Customer Feedback | Customer Experience
Aberdeen City Council, Business Hub 17, 3rd Floor North, Marischal College, Broad Street, Aberdeen, AB10 1AQ
Tel 03000 200 292
Email foienquiries@aberdeencity.gov.uk

www.aberdeencity.gov.uk

*03000 numbers are free to call if you have ‘free minutes’ included in your mobile call plan.
Calls from BT landlines will be charged at the local call rate of 10.24p per minute (the same as 01224s).

www.aberdeencity.gov.uk
Stock Selection & Maintenance Policy (Dyce Academy)

Whilst some subjects are more research-intensive than others, the Librarians aim to provide at least some level of material supporting all subjects taught within the school. The aim is to ensure that all resources are appropriate for the age range 11-18 and to organise and administer material in such a way as to help pupils to access resources that are appropriate for their age and ability.

Staff and pupils are encouraged to suggest items for addition to library stock. A suggestions box is kept in the library for this purpose. All suggestions will be considered, and where possible will be fulfilled by purchase or loan.

- Resources will be selected and edited to reflect a commitment to inclusion, diversity, racial equality, equal opportunities and additional support needs.
- Resources will be selected to support the curricular, recreational and cultural needs of all users.
- Resources will provide a positive and enriching contribution to the development of reading.
- Resources will offer a range of viewpoints; reflect the multi-cultural and socially diverse nature of society; and help pupils towards a sympathetic and informed understanding of the world.
- Resources promoting a particular political or religious standpoint will only be selected if opposing views are adequately represented in the stock.
- Resources will reflect the contemporary concerns of the pupils.
- Resources will not be excluded solely on the basis that they contain bad language, references to sexual relationships or other controversial issues. In developing a collection of fiction that is relevant to teenagers it is sometimes necessary to include such items. However such books will only be issued to age-appropriate pupils.
- Donations are welcome, but will be subject to the same criteria as all other acquisitions.
- Textbooks will not generally be considered for acquisition.
- Stock will be weeded regularly and consideration will be given to currency, contribution to the curriculum, popularity and physical condition.

Challenged materials

The Librarians, in consultation with their line manager, will evaluate challenged materials and the outcome of the evaluation will be forwarded to the complainant.
Hazlehead Academy Library Resource Centre
Stock Selection, Maintenance & Management Policy

In accordance with CILIP guidelines, a school library should hold stock levels of 13 books per pupil\(^1\), meaning that Hazlehead Academy should aim have at least 10,000 books. The School Library Association (SLA) recommends a 50:50 ratio between fiction and non-fiction\(^2\) and the stock must be up-to-date, relevant and in good condition. The Library aims to provide material supporting all subjects and topics taught within the school. The goal is to ensure that all resources are appropriate for the age range 11-18 and to organise and administer material in such a way as to help pupils to access resources that are appropriate for their age and ability.

The following guidelines should be adhered to:

- The librarian will regularly consult with teaching and support staff across the school to ensure that appropriate curriculum support is provided and maintained.
- Resources for staff such as teaching support guides, CPD books and appropriate fiction for reading for relaxation/stress relief will also be stocked.
- Staff and pupils are encouraged to suggest items for addition to library stock. All suggestions will be considered, and where possible will be fulfilled by purchase or loan.
- Resources will be selected and edited to reflect a commitment to inclusion, racial equality, equal opportunities and additional support needs.
- Resources will provide a positive and enriching contribution to the development of reading.
- Resources will offer a range of viewpoints, reflect the multi-cultural and socially diverse nature of society and Hazlehead Academy and help pupils towards a sympathetic and informed understanding of the world.
- Resources promoting a particular political or religious standpoint will only be selected if opposing views are adequately represented in the stock.
- Resources will reflect the contemporary concerns and interests of the pupils.
- Resources will not be excluded solely on the basis that they contain bad language, violence, references to sexual relationships or other controversial issues. In developing a collection of fiction that is relevant to teenagers it is sometimes necessary to include such items. Whenever possible the librarian will discuss the age-appropriateness of the content with the pupil but allow them to decide for themselves whether it is right for them. When there is a clear guideline, such as with some graphic novels, books will only be issued to the relevant age group.
- Donations are welcome, but will be subject to the same criteria as all other acquisitions.

---


UPDATED Wednesday, 07 March 2018
Stock will be weeded regularly and consideration will be given to currency, contribution to the curriculum, popularity and physical condition.

A small ‘Heritage Collection’ will be created specifically to document archive/historical material of interest or significance regarding Hazlehead Academy and the surrounding local area. Items such as Year Books and photographs will be included and will be reference only.

If any materials are challenged the Librarian, in consultation with their line manager, will evaluate challenged materials and the outcome of the evaluation will be forwarded to the complainant.

The collection will be weeded regularly to remove stock that is no longer required or suitable for the school library. It is anticipated that around 10% of the stock will be removed and replaced each year. This is necessary to ensure that the stock is relevant, up to date and appealing. The SLA recommends that the ‘active life of a resource is around ten years. Subjects such as science, technology and geography will need to be examined and possibly replaced after five years. Paperback fiction also needs close examination after five years.’

Books in poor condition, torn or with pages missing will be discarded and replaced if relevant.