

## POLICY AND PROCEDURES MODEL

Policy for Selection of Instructional Materials – The School Board hereby declares it is the policy of the District to provide a wide range of instructional materials on all levels of difficulty, with diversity of appeal, and the presentation of different points of view and to allow the review of allegedly inappropriate instructional materials through established procedures.

Objectives of Selection – In order to assure that the school Library media program is an integral part of the educational program of the school, the following selection objectives are adopted:

- To provide access to information that will enrich and support the curriculum and personal needs of the users, taking into consideration their varied interests, abilities, and learning styles;
- To provide access to information that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards;
- To provide a background of information which will enable pupils to make intelligent judgments in their daily lives;
- To provide access to information on opposing sides of controversial issues so that users may develop, under guidance, the practice of critical analysis;
- To provide access to information that realistically represents our pluralistic society and reflects the contributions made by many groups and individuals to our American heritage;
- To place principle above personal opinion and reason above prejudice in the selection of resources of the highest quality in order to assure a comprehensive library media collection appropriate for the user.

Responsibility for Selection – Although the School Board is legally responsible for the operation of the school, the responsibility for the selection of library materials is delegated to the certificated library/media personnel.

While selection of library materials involves many people, including library/media specialists, teachers, students, supervisors, administrators, and community persons, the responsibility for coordinating and recommending the selection and purchase of instructional materials rests with the certificated library/media personnel.

Criteria for Selection – Educational goals of the local school district, individual student learning modes, teaching styles, curricula needs, faculty and student needs, existing materials and networking arrangements should be considered in developing the media collection. Guidelines for the evaluation and selection of curricula resources are:

- Be relevant to today's world;
- Represent artistic, historic, and literary qualities;
- Reflect problems, aspirations, attitudes and ideals of a society;
- Contribute to the objectives of the instructional program;
- Be appropriate to the level of the user;
- Provide a stimulus to creativity.

Procedures for Selection – In selecting materials for school library media programs, the certificated library media personnel will: evaluate the existing collection; assess curricula needs; examine materials and consult reputable, professionally prepared selection aids. Recommendations for acquisition will be solicited from faculty and students.

Gift materials should be judged by the criteria listed in the preceding section and should be accepted or rejected on the basis of those criteria.

It should be understood that selection is an ongoing process which will include the removal of materials no longer appropriate and the replacement of lost and worn materials still of educational value.

Procedures for Reconsideration of Materials – The School Board supports the principles of intellectual freedom inherent in the First Amendment of the Constitution of the United States and expressed in the Library Bill of Rights of the American Library Association. In the event that materials are questioned, the principles of intellectual freedom, the right to access of materials and the integrity of the certificated library media personnel must be defended.

If a complaint is made the following procedures should be followed:

1. Inform the complainant of the selection procedures and make no commitments.
2. Request the complainant to submit a formal “Request for Reconsideration of Materials”.
3. Keep challenged materials on the shelves during the reconsideration process.
4. Upon receipt of the completed form:
  - a. Send a letter of acknowledgement to the complainant.
  - b. Inform appropriate administrative personnel in writing with a copy of the complaint.
  - c. The reconsideration committee\* is notified of the complaint and provided with the challenged materials for review. The committee takes the following steps:
    - i. Reads, views or listens to the material in its entirety;
    - ii. Checks general acceptance of the material by reading reviews and consulting recommended lists;
    - iii. Determines the extent to which the material supports the curriculum;

- iv. Judges the material for its strength and value as a whole and not in part.
- v. Makes a final written recommendation.
- d. Present written recommendation of the review committee to the appropriate administrative personnel (i.e., the superintendent, school site principal, library media teacher).
- e. The complainant is notified in writing of the decision of the committee.
- f. Retain or withdraw challenged materials as per the recommendation of the Reconsideration Committee.

\*Appointment of committee members and specific procedures to follow should be made in accordance with local policy. It is recommended that the committee consist of administrators, teachers, and parents of students currently in the district.