

# GUIDELINES FOR SELECTION OF INSTRUCTIONAL MATERIALS

## Policy 361.1 Rule

Page 1 of 2

Educational goals of the local school district, individual student learning modes, teaching styles, curricula needs, faculty and student needs and interests, existing materials and resource sharing shall be considered in developing media collections. Guidelines for the evaluation and selection of curricula resources are listed.

Curricula materials should:

- Be current and 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;
- Represent differing viewpoints on controversial subjects;
- Provide a stimulus to creativity.

Technical materials should:

- Be of acceptable technical quality, and of a medium best suited to its content;
- Be current, accurate and reliable;
- Be readable, typographically correct, and well balanced.

### Procedure For Reconsideration Of Materials

It is understood that occasional objections to instructional materials will be made, despite the quality of the selection process. The Board supports principles of intellectual freedom expressed in the Library Bill of Rights of the American Library Association and Students' Right to Read of the National Council of Teachers of English.

If a complaint is made, and cannot be resolved with the building principal and library-media specialist, the following procedures will be followed. The building principal shall:

1. Inform the complainant of the selection procedures and make no commitments as to the disposition of the material.
2. Request the complainant to submit a formal "Request for Reconsideration of Instructional Materials" (361.1 Exhibit). This shall be returned, completed in its entirety, before proceeding further.
3. Inform the district administrator, and other appropriate personnel.
4. Keep challenged material on the shelf during the reconsideration process.

# **GUIDELINES FOR SELECTION OF INSTRUCTIONAL MATERIALS**

5. Upon receipt of the completed form, request a review of the challenged material by an ad hoc materials review committee within fifteen working days, and notifies the building certified library-media specialist and district administrator that such a review is under way. The review committee is appointed by the principal, with the concurrence and assistance of the certified library media personnel, and includes media professionals, representative classroom teachers, one or more parent, and one or more student.

6. The review committee takes the following steps after receiving the challenged materials:

- a. Reads, views, or listens to the materials in its entirety;
- b. Checks general acceptance of the material by reading reviews and consulting recommended lists and other professional sources;
- c. Determines the extent to which the material supports the curriculum;
- d. Completes the appropriate "Checklist for School Media Advisory Committee's Reconsideration of Instruction Material", judging the material for its strength and value as a whole and not in part.

7. Presents written recommendation of the committee to the district administrator and the Board.

8. The building principal or library-media specialist retains or withdraws challenged materials as mandated by the decision of the Board.

9. In the case of an administrator being the complainant, certified library media personnel and/or the district administrator will assume duties specified above.

### **Legal References:**

### **Cross References:**

**Adoption Date:** 9/22/2014