

## **Instructional Resources/Instructional Materials**

### **1. Procedures for Selection of Library/Media Materials**

In selecting materials for purchase, the librarian evaluates the existing collection and consults:

- a. Various standard evaluation aids (standard catalogs and book review digests), examines and/or reads materials on-site;
- b. Teachers from all grade and subject area levels.

In specific areas, the librarian will follow these procedures:

- a. Gift materials are judged by basic selection standards and are accepted or rejected by these standards;
- b. Worn or missing standard items are replaced periodically;
- c. Out-of-date or no longer useful materials are withdrawn from the collection. Disposition will be decided by the librarian.

All non-print material will be previewed by the subject area teacher and/or the librarian before purchase. Teachers in the grade school and the high school will be consulted before purchase so duplicate purchasing will not occur.

### **2. Criteria for Selection of Instructional Materials**

The following criteria will be used as they apply:

- a. Materials shall support and be consistent with the general educational goals of the district and the objectives of specific courses;
- b. Materials shall meet high standards of quality in factual content and presentation;
- c. Materials shall be appropriate for the subject area and for the age, emotional development, ability level and social development of the students for whom the materials are selected;
- d. Materials shall have aesthetic, literary or social value;
- e. Reputation of the author and publisher;
- f. Biased or slanted materials may be provided to meet specific curriculum objectives;
- g. Format and price.

### **3. Criteria for Selection of Controversial Materials**

The major areas for controversial materials are race, sex, ideologies, religion and science. In selecting materials in these areas, the following criteria will be given consideration:

- a. The materials on controversial issues should be representative of a particular point of view and a sincere effort made to select equally representative materials covering contrasting points of view;
- b. The material does not unfairly, inaccurately or viciously disparage a particular race, creed, sex or ethnic origin. A writer's expression of a certain viewpoint is not to be considered a disparagement when it represents the historical or contemporary views held by some persons or groups;
- c. Materials on religion are chosen to explain rather than to convince and are selected to represent the field as widely as possible for school purposes;
- d. The selection of materials on political theories and ideologies or public issues is directed toward maintaining a balanced collection representing various views.
- e. Literature presenting sexual incidents and profanity shall be subject to a stern test of literary merit and reality. While the sensational or overly dramatic should not be excluded, the fact of sexual incidents or profanity should not automatically disqualify materials. Rather the decision should be made on the basis of whether circumstances are realistically dealt with and whether the material is of literary value or merit;
- f. Materials dealing with physiology, physical and social maturation and personal hygiene should be accurate and in good taste;
- g. Materials should be selected for their strengths rather than rejected for their weaknesses.

#### **4. Objections to Instructional Materials**

Any resident of the district may raise objection to instructional materials used in the district's educational program despite the fact that the individuals selecting such materials were duly qualified to make the selection and followed the proper procedure and observed the criteria for selecting such material.

- a. The district official or staff member receiving a complaint regarding instructional materials shall try to resolve the issue informally. The materials shall remain in use unless removed through the procedure in section 3. F. (3) of this regulation.
  - (1) The district official or staff member initially receiving a complaint shall explain to the complainant the district's selection procedure, criteria and qualifications of those persons selecting the material.
 

The district official or staff member initially receiving a complaint shall explain to his/her best ability the particular place the objectionable material occupies in the education program and its intended educational usefulness, or refer the complaining party to someone who can identify and explain the use of the material.
  - (2) In the event that the person making an objection to material is not satisfied with the initial explanation, the person raising the questions should be referred to someone designated by the principal. If, after private counseling, the complainant desires to file a formal complaint, the person to whom the complainant has been referred will assist in filling out a Reconsideration Request Form in full.
  - (3) The individual receiving the initial complaint shall advise the principal of the initial contact no later than the end of the following school day, whether or not the complainant

has apparently been satisfied by the initial contact. A written record of the contact shall be maintained by the principal.

## **5. Request for Reconsideration**

- a. Any resident or employee of the district may formally challenge the appropriateness of instructional materials used in the district's educational program. This procedure is to provide a forum for those persons in the schools and the community who are not directly involved in the selection process.
- b. All school offices will keep on hand and make available Reconsideration Request Forms. All formal objections to instructional materials must be made on this form.
- c. The Reconsideration Request Form shall be signed by the complainant and filed with the superintendent.
- d. Within five business days of the filing of the form, the superintendent or person so designated by the superintendent shall file the material in question with the reconsideration committee. The committee shall recommend disposition to the superintendent.
- e. Generally, access to challenged material shall not be restricted during the reconsideration process. In unusual circumstances the material may be removed temporarily by following the provisions of Section 3. f. (3) of this regulation.
- f. The Reconsideration Committee
  - (1) The reconsideration committee shall be made up of nine members:
    - (a) One teacher designated annually by the superintendent;
    - (b) One school librarian designated annually by the superintendent;
    - (c) One member of the administrative staff designated annually by the superintendent;
    - (d) Five members from the community appointed annually by the Board;
    - (e) One student selected annually by the student council.
  - (2) The chair of the committee shall not be an employee or officer of the district. The secretary shall be an employee or officer of the district.
  - (3) Special meetings may be called by the superintendent to consider temporary removal of materials in unusual circumstances. Temporary removal shall require a three-fourths vote of the committee.
  - (4) The committee shall receive all Reconsideration Request Forms from the superintendent or person designated by the superintendent.
  - (5) The procedure for the first meeting following receipt of a Reconsideration Request Form is as follows:
    - (a) Distribute copies of written request form;
    - (b) Give complainant or a group spokesman an opportunity to talk about and expand on the request form;
    - (c) Distribute reputable, professionally prepared reviews of the material when available;
    - (d) Distribute copies of challenged material as available.

- (6) The committee may request that individuals with special knowledge be present to provide information.
- (7) The complainant shall be kept informed by the superintendent concerning the status of the complaint throughout the committee reconsideration process. The complainant and known interested parties shall be given appropriate notice of such meetings.
- (8) The committee shall make its decision in either open or closed session. The committee's final decision will be:
  - (a) To take no removal action;
  - (b) To remove all or part of the challenged material from the total school environment;
  - (c) To limit the educational use of the challenged material. The sole criteria for the final decision is the appropriateness of the material for its intended educational use. The vote on the decision shall be by secret ballot. The written decision and its justification shall be forwarded to the superintendent for appropriate action and to the complainant.
- (9) A decision to sustain a challenge shall not be interpreted as a judgment of irresponsibility on the part of the professionals involved in the original selection or use of the material.
- (10) Requests to reconsider materials which have previously been before the committee must receive approval of a majority of the committee members before the materials will again be considered. Every Reconsideration Request Form shall be acted upon by the committee.
- (11) Committee members directly associated with the selection of the challenged material shall be excused from the committee during the deliberation on such materials. The superintendent may appoint a temporary replacement for the excused committee member, but such replacement shall be of the same general qualifications as that person excused.
- (12) If the complainant is not satisfied with the decision, a request may be made that the matter be placed on the agenda of the next regularly scheduled meeting of the Board.

**Reconsideration Request Form for Reevaluation of Instructional Material**  
(Submit to superintendent)

**Book or Other Printed Material If Applicable:**

Author \_\_\_\_\_ Hardcover \_\_\_\_\_ Paperback \_\_\_\_\_ Other \_\_\_\_\_  
Title \_\_\_\_\_ Publisher \_\_\_\_\_ Date of pub. \_\_\_\_\_

**Audiovisual Material If Applicable:**

Title \_\_\_\_\_ Producer (if known) \_\_\_\_\_  
Type of material (filmstrip, motion picture, etc.) \_\_\_\_\_

Request initiated by \_\_\_\_\_ Telephone \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Person making the request represent self \_\_\_\_\_ group or organization \_\_\_\_\_  
Name of Group \_\_\_\_\_

1. To what in the item do you object? (Please be specific, cite pages, frames, etc.)  
\_\_\_\_\_  
\_\_\_\_\_
2. In your opinion what harmful effects upon students might result from use of this item?  
\_\_\_\_\_  
\_\_\_\_\_
3. Do you perceive any instructional value in the use of this item? \_\_\_\_\_
4. Did you review the entire item? If not, what sections did you review? \_\_\_\_\_
5. Should the opinion of any additional experts in the field be considered?  
\_\_\_\_ Yes \_\_\_\_ No Please list suggestions if any: \_\_\_\_\_
6. What would you like the school to do about this material?  
\_\_\_\_ Do not use it with my student  
\_\_\_\_ Withdraw it from use  
\_\_\_\_ Send it back to the selector or selectors for evaluation  
\_\_\_\_ Other
7. In place of this item would you care to recommend other material which you consider to be of equal or superior quality for the purpose intended? \_\_\_\_\_
8. Do you wish to make an oral presentation to the Review Committee?  
\_\_\_\_ Yes \_\_\_\_ No If yes, please call the superintendent's office at \_\_\_\_\_.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

References: