

Instructional Materials Selection

Materials are to be selected by professional personnel working individually or as committees. The school librarian, teachers and the superintendent have the responsibility to keep informed about criteria and procedures used in the selection of materials, as well as the best available materials in his/her particular field.

Physical preparation of the research center order rests with the librarian, following recommendations by those directly involved in teaching. Other materials used for classroom instruction will be ordered by personnel who will be using the material.

When a patron of the district requests an opportunity to view school instructional materials, the following procedure shall be followed:

1. Request should be made in writing to the superintendent;
2. Viewing should be scheduled through the librarian;

Viewers should present their reaction to the materials to the librarian who will report any problems to the superintendent.

The superintendent shall develop and implement a procedure when needed for the review of complaints about materials used in planned classroom activities or otherwise available through the school research center.

The procedure for citizens to register complaints against instructional materials used in district classes is outlined in Board policy KL - Public Complaints.

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 published _____

Digital Media If Applicable:

Title _____ Producer (if known) _____
Type of media (video, etc.) _____

Request initiated by _____ Telephone _____
Address _____ City _____ Zip _____

Person making the request represents: 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: