

Instruction

Library Materials: Selection Procedures

In selecting materials for school media programs, the certificated library/media personnel in consultation with the selection committee 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 should include the removal of materials no longer appropriate and the replacement of lost and worn materials still of educational value.

Library Materials: Reconsideration Procedures

Occasional objections to instructional materials will be made despite the quality of the selection process. The Board supports principles of intellectual freedom inherent in the First Amendment of the Constitution of the United States and expressed in the Library Bill of Rights, Exhibit "A," of the American Library Association and Students' Right to Read, Exhibit "B," of the National Council of Teachers of English. 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 rather than the materials.

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

1. Inform the complainant of the selection procedures and make no commitments.
2. Ask the complainant to submit a formal "Request for Reconsideration of Instructional Materials."

3. Inform the Superintendent and other appropriate personnel.
4. Keep challenged materials on the shelves during the reconsideration process.
5. Upon receipt of the completed form, the principal requests review of the challenged material by an ad hoc materials review committee within fifteen (15) working days, and notifies the District librarian and Superintendent that such review is being done. The review committee is appointed by the principal, with the concurrence and assistance of the certificated library/media personnel, and includes media professionals, representatives from the classroom teachers, one or more parents, and one or more students.
6. The review committee take the following steps after receiving the challenged materials:
 - a. Reads, views, or listens to the material in its entirety.
 - b. Checks general acceptance of the material by reading reviews and consulting recommended lists.
 - c. Determines the extent to which the material supports the curriculum.
 - d. Completes the appropriate "Checklist for School Media Advisory Committee's Reconsideration of Instructional Material," judging the material for its strength and value as a whole and not in part.
7. Present written recommendation of review committee to the Superintendent and the Governing Board.
8. Retain or withdraw challenged materials as mandated by the decision of the Governing Board.

