

## PROCEDURES FOR INSTRUCTIONAL MATERIALS SELECTION AND RECONSIDERATION

### I. Selection Criteria

#### A. General Resources:

All learning resources shall be selected for their strengths. Educational goals of the local school district, individual student learning modes, teaching styles, curricula need, faculty and student needs, existing materials and networking arrangements should be considered in developing the media collection. Print and non-print materials will be evaluated according to the following criteria as they apply:

1. Contribution and relevance to curriculum and goals of the school.
2. Factual content is accurate, current, reliable and authoritative.
3. Readability and accessibility to intended audience.
4. Demonstrates respect for, and understanding of, the contributions made to our civilization by minority and ethnic groups.
5. Suitable format and appearance for intended use.
6. Representative of artistic, historical, and literary qualities.
7. Realistic representation of our pluralistic society.
8. Treatment of subject that is clear, comprehensive, skillful, and well-organized;
9. Timeliness and permanence.
10. Reflect current research and meet current standards of excellence.
11. Materials shall represent various viewpoints on controversial issues.
12. Competence and qualifications of authors and producers.

#### Non-print resources:

Previously stated criteria for selection should be applied with some additional considerations:

1. Compatibility with currently owned hardware.
2. Technical quality.
3. Organization, searching capabilities and navigation tools enhance information retrieval.

Although the Board of Education recognizes that an item may offend some patrons, selection of materials on controversial topics will not be made on the basis of any anticipated approval or disapproval but rather on the merits of the materials and value to the collection and to users.

Complaints about instructional materials shall be handled in accordance with established procedures.

### II. Selection Procedures

- A. In selecting learning resources, the certified library media personnel will evaluate available resources, assess curricular needs and consult reputable, professionally prepared selection tools and other appropriate sources. The actual resource will be examined whenever possible. Recommendations for acquisition will be solicited from faculty and students.
- B. Gift materials should be judged by the selection criteria and shall be accepted or rejected on the basis of those criteria. Gifts that do not meet criteria for library use but are appropriate for classroom or home use will be offered to the school community with the donor's consent.
- C. Materials for the media centers are selected by the professional media staff with due regard to suggestions from faculty, parents and students. Final selection is made by the media specialist. Professionally recognized reviewing periodicals, standard catalogs, and other selection aids are used by the media specialists and the faculty to guide them in their selection.

- D. Selection is an ongoing process that should include how to remove materials no longer appropriate and the replacement of lost or worn materials still of educational value. This maintenance of the collection, also called “weeding” should be done with the following criteria in mind:
1. Criteria for the removal of materials may include:
    - a. Materials having inaccurate or outdated information.
    - b. Materials depicting negative role stereotypes.
    - c. Materials no longer useful for curricular support or recreational reading.
    - d. Materials not circulated for a number of years.
    - e. Materials in poor physical condition.
  2. After the weeding process is over, all withdrawn materials will be considered essentially valueless and removed from the collection.

### III. **Reconsideration of Materials**

The Colby School Board supports the principles of intellectual freedom inherent in the First Amendment of the Constitution of the United States (Exhibit 1) and expressed in the Library Bill of Rights of the American Library Association (Exhibit 2), Freedom to Read Statement from the American Library Association (Exhibit 3), and the Access to Resources and Services in the School Library (Exhibit 4). However, occasional objections to instructional materials will be made, notwithstanding the quality of the selection process.

#### Statement of Policy

Any resident or employee of the Colby School District may formally request the reconsideration of library materials on the basis of appropriateness.

#### Request for Informal Reconsideration

The school receiving a complaint regarding library materials shall try to resolve the issue informally.

The principal or library media specialist shall explain to the questioner the school’s selection procedure, criteria, and qualifications of those selecting the resource.

The principal or library media specialist shall explain the particular place the questioned material occupies in the educational program, its intended usefulness, and additional information regarding its use.

A parent/guardian may request that a material be restricted from his/her child, but that request shall not be deemed a request to remove the material from the library.

If the questioner wishes to file a formal request for reconsideration, a copy of the district’s Selection Policy and a Request for Reconsideration of Library Materials form shall be given to the questioner.

#### Request for Formal Reconsideration

- A. If a formal complaint is made, the following procedures should be followed:

1. If the informal attempt to resolve the concern is unsuccessful, the procedure for making a formal complaint will be explained and the person(s) making the challenge shall be provided with a packet of materials including a copy of the "Citizen's Request for Reconsideration of Instructional Resources" form. (Exhibit 5)
  2. The administrators and appropriate teaching personnel are informed of the challenge.
  3. Challenged materials are maintained on the shelves during the reconsideration process.
  4. Upon receipt of the completed form, the principal requests a review of the challenged material by the appointed Materials Reconsideration Committee within 20 working days, and notifies the district media director and superintendent that such review is being done.
- B. The Materials Reconsideration Committee shall be composed of the following:
1. An administrator designated by the superintendent.
  2. Three teachers (one from the elementary, middle and high school faculties not directly involved in the challenge) designated by the building principals.
  3. A representative of the high school English department.
  4. The media specialist.
  5. The district reading specialist.
  6. Four community members appointed by the Board President.
  7. Educators and those directly involved in the challenge will provide rationale and testimony.
- C. The Materials Reconsideration Committee takes the following steps after reviewing the challenged materials:
1. Reads, views, or listens to the material in its entirety.
  2. Checks general acceptance of the material by reading reviews and consulting recommended lists.
  3. Determines the extent to which materials support curriculum.
  4. Completes the appropriate "Checklist for Material Reconsideration Committee" (Exhibit (6) or (7)), judging the material for its strength and value as a whole and not in part.
  5. The committee's written decision by a simple majority shall be presented within 20 working days of its initial meeting to the superintendent who will see that implementation of the decision takes place. The superintendent will notify the complainant in writing of the committee's decision.
  6. An appeal of the decision of the committee may be made by the complainant within 10 working days to the superintendent and Board of Education. The Board will make the final decision on the complaint within 20 working days of the receipt of the appeal. The Board reserves the right to use outside expertise if necessary to help in its decision-making. The administrative representative and the library media specialist will represent the Materials Reconsideration Committee at this meeting.
  7. To ensure that any press coverage is accurate, the administrative representative on the committee will provide information from the school perspective.
  8. 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.