

GUIDELINS FOR SELECTION, PURCHASE AND USE OF INSTRUCTIONAL
MATERIALS IN THE CLASSROOM

Factors to be considered by the classroom teacher:

1. Curriculum of the course
2. Present materials available for classroom use
3. Present library collections
4. Budget
5. Characteristics and needs of students and community
6. Potential use

CRITERIA FOR SELECTION OF CLASSROOM MATERIALS

A. Authority

1. Qualifications and reputation of author, publisher and producer
2. Materials characterized by appropriate research, experience, and reliance on authentic Sources of information

B. Appropriateness and Reliability

1. Contribution to the school's educational goals
2. Date of publication or production
3. Stated purposes of author or producer are accomplished
4. Factual information is accurate on up-to-date
5. Comprehensive, not superficial
6. Relates to needs of students
7. Materials rated "R" are considered inappropriate for the regular curriculum below grade 12
8. When a piece of recommended material is rated "R", the same material with a lessor rating shall be sought. If no other material can be found to replace the original recommended for "R" rated material, the administration and/or designee shall view the material in question and make a recommendation as to its appropriateness to the Superintendent of Schools. The principal has the discretion to ask the Library Advisory Committee to make a recommendation relative to the material in question. The Superintendent of Schools will take the recommendation to the school board for action. The request for action on "R" rated material shall be made at least six weeks prior to its use in the classroom.

9. In the event a piece of “R” rated material is approved by the school board, it becomes the responsibility of the teacher to inform parents in writing of the intent of the presentation. The rating will be written in the letter of permission. Written permission from the parent/guardian will be required before the material is presented to the student. (See Appendix G). The student will not be penalized if he/she does not participate in this activity and will be given an alternate assignment during the period of time the material is being presented.

C. Treatment of Instructional Material

1. Fair and free of bias or prejudice
2. Critical reading and thinking are encouraged
3. Stimulates growth in factual knowledge, literary appreciation
4. Presentation is tasteful, dignified, and avoids the sensational, distorted, and crude
5. Style is conducive to logical and realistic development of the content

D. Readability and Subject Interest

1. Vocabulary appropriate to reader interest and ability
2. Concepts and presentation suitable to maturity level of intended audience
3. Stimulates imagination, and creativity
4. Logical, useful arrangement of facts and ideas
5. Helpful and necessary features like illustrations, table of contents, index, bibliography, etc.
6. Element of humor, human interest, interesting descriptive details

E. Formal/Technical Qualities

1. Quality of the writing and production is good
2. Clear, legible print and size suitable to reading level of intended audience
3. Illustrations and visuals appropriate to the material and artistically done and reproduced
4. Product is durable and attractive
5. Material free of obvious mechanical errors

F. Potential Use

1. Offers significant contribution to the school’s educational goals, enriching and supporting the school’s instructional programs

2. Covers subject more accurately or in more detail than in other materials held, ore represents new information/a new dimension
3. Appealing to certain groups of students (i.e., slow readers and others with special needs, including superior students)

G. Cost Accountability

1. Value commensurate with cost and/or need
2. Possesses physical durability and content longevity

PROCEDURES FOR SELECTION OF CLASSROOM MATERIALS

A. General Procedures

Any materials outside the purchasing power of the school shall be cleared through the administration and/or designee prior to its use in the classroom. Lesson plans should accompany the material in question. The administration shall determine whether the material in question will be used in the classroom. Appeals to the principal's decision shall be direct to the Superintendent of Schools.

B. Selection of Aids

1. Consult reliable, reputable, unbiased, professionally-prepared selection aids
2. Consult textbook bibliographies, professional publications, and file of request materials

C. Preview

1. Examine as many materials as possible, using the book exhibits, public library, and book stores
2. Preview audiovisual materials when possible according to Criteria for Selection

D. Approval

1. Approval of all orders by principal is required
2. Orders must be cleared through the superintendent's office (See Appendix A)

GIFTS TO CLASSROOM TEACHERS AND SCHOOL

When gifts, materials or money (from sources such as PTA, memorial funds, community organizations, or individual) are accepted, it should be with the understanding that the materials may be used in accordance the policy as set forth in the Library Media Center Procedural Guide consultation with the administration, faculty, and/or appropriate personnel.

- A. Gift materials should meet desirable standards and needs of students and/or faculty
- B. Types of materials which are unacceptable and will be refused outright:
 - 1. Unsuitable fiction – derogatory stereotyping, sensational mysteries
 - 2. Adult books with features questionable for use by adolescents
 - 3. Magazines or movie or true romance type
 - 4. Instructional materials which violate copyright laws
- C. Accepted gift shall be acknowledged by letter

PROCEDURES FOR RECONSIDERATION OF CLASSROOM MATERIALS

If a complaint is made relative to materials being used in the classroom, the following procedures shall be followed:

- A. The person receiving the complaint will:
 - 1. Be courteous, but make no commitments
 - 2. Inform the complainant that he/she has the right to file a formal complaint of a form available from the principal's office (See Appendix B)
 - 3. Inform the principal of the complaint

- B. The principal will:
 - 1. Give the complainant the form for filing a complaint indicating that the form must be completed and returned to him/her within five (5) working days (See Appendix B)
 - 2. Upon receipt of the written complaint, and with the exception of adopted textbooks, may temporarily withdraw the material from use pending a decision.

- C. The principal and the staff member(s) using the material will:
 - 1. Examine the material being questioned
 - 2. Check general acceptance of the material by reading reviews or by other appropriate means
 - 3. Weigh values and faults against each other and form opinions based on the material as a whole and not on passages pulled out of context
 - 4. Meet to discuss the material and make recommendations relative to the use of the material
 - 5. Meet with the complainant to discuss the recommendations
 - 6. Submit a copy of the written objections, a copy of the recommendations and a summary relative to the results of the conference with the complainant to the Director of Instruction

(continued)

- D. The Director of Instruction will receive the reports from the principal. If the complainant has accepted the recommendations of the principal, the report will be forwarded to the superintendent as a matter of information. If the complaint has not been resolved, the Director of Instruction will:
1. Convene the appropriate Library Advisory Committee and serve as its chair. This committee will examine the disputed material; review the written complaint and the recommendations of the principal. The procedure to be followed shall be the same as described in the Reconsideration of Library Media Materials.
 2. Prepare a report for the superintendent based on the recommendation of the committee with any minority opinions
- E. The superintendent will:
1. Review the written complaint and the reports submitted by the Director of Instruction
 2. Submit the complaint along with the committee's and school board administration's recommendations to the school board.
- F. The school board will:
1. Take final action regarding the complaint
 2. Inform the complainant and the principal in writing of the action

APPENDIX B

Request for Reconsideration of Instructional Materials

School: _____

Please check type of material:

<input type="checkbox"/> Book	<input type="checkbox"/> Film	<input type="checkbox"/> Record
<input type="checkbox"/> Periodical	<input type="checkbox"/> Filmstrip	<input type="checkbox"/> Kit
<input type="checkbox"/> Pamphlet	<input type="checkbox"/> Cassette	<input type="checkbox"/> Other

Title _____

Author _____

Publisher or Producer _____

Request initiated by _____

Telephone _____ Address _____

The following questions are to be answered after the complainant has read, viewed, or listened to the school library material in its entirety. If sufficient space is not provided, attach additional sheets. (Please sign your name to each additional attachment)

1. To what in the material do you object? (Please be specific, cite pages, frames in a filmstrip, film sequence, et cetera.) _____

2. What do you believe is the theme or purpose of this material? _____

3. What do you feel might be the result of a student using this material? _____

4. For what age group would you recommend this material? _____

5. Is there anything good in this material? Please comment.

6. What would you like your school to do about this material?

_____ Do not assign it to any child

_____ Withdraw it from all students as well as from my child

_____ Send it back the school librarian's office for re-evaluation

_____ Other _____

7. In its place, what material of equal literary quality would you recommend that would convey as valuable a picture and perspective on our civilizations?

Signature of Complaint

Date

Please return to the school principal within five (5) working days.

APPENDIX G

PERMISSION FORM FOR “R” RATED MATERIALS

Course Title	Teacher
“R” Rated Material to be Used	
Purpose of Materials to be Used	

Before your son/daughter can participate in the activity concerning this material, it is necessary that parental permission be acquired. Failure to receive this permission will result in your son/daughter not participating in the activity. Please be assured should your son/daughter not participate he/she will not be penalized and he/she will be given an alternate assignment during the presentation of this material.

___ Yes, I give permission for my son/daughter to participate in the activity in which the above Material is being used.

___ No, I do not give permission for my son/daughter to participate in the activity in which the above material is being used. I choose this option because of the following reason:

Date	Parents’/Guardians’ Signature
Grade	Student’s Name