

ADMINISTRATIVE PROCEDURE

INSTRUCTION

Instructional Resources - Book and Instructional Material Procedure

A legitimate concern of the media specialists is to formulate guidelines for strengthening and expanding the media collection which provides for the enlightenment of the users and which aids the implementation of the educational and instructional goals and programs of the school. Morton Community Unit School District 709, in professing democratic principles, has the responsibility of protecting the intellectual freedom and integrity of the students by providing media collections which allow for individual growth as well as the responsibility to provide a social climate that encourages curiosity and continuous development.

The objective of the library selection policy is to provide guidelines for selecting and maintaining a collection of materials that will enrich and support the curriculum and satisfy the needs of the students and faculty served.

The ultimate responsibility for the selection of media resides in the Board of Education. The Board and the administrators delegate the responsibility for the selection of materials for the library to the media specialist.

Material selected for the library may be suggested by the faculty, students and parents. Final selection is made by the librarians. Professionally recognized reviewing periodicals, standard catalogs, and other selection aids maybe used by media specialists and faculty to guide them in their selection.

Criteria for Selection - Materials selected for the library should include but not be limited to the following:

1. Materials which contribute to the goals of the school and the objectives of the curricular and extracurricular programs and which are appropriate for the learning level and understanding of students.
2. Materials which reflect the creative interests and relevant needs of the students and faculty.
3. Materials which realistically represent a wide range of literacy, historical and artistic values as reflected in our pluralistic society and the contributions made by diverse groups

and individuals.

4. Materials which present as many opinions as possible on issues of contemporary concern so that students have opportunities to analyze varying points of view, to think critically, and to make intelligent judgments in their daily lives.
5. Materials which reflect professionally recognized high standards of accuracy, authoritativeness, currency, style and format.
6. Materials which comprise a cohesive media collection of sufficient size to meet basic user needs.
7. Materials which are supplemented by or are coordinated with use of other local, regional or state media resources available to the educational community.
8. Materials donated as gifts if they fit the criteria of the selection policy.
9. Materials purchased to accommodate special needs of students (i.e. large print books).

Procedures for Selection - Selection is a continuous process which involves (1) the acquisition of materials through the selection, preview and evaluation of materials; (2) the removal of materials no longer appropriate; and (3) the replacement of lost or worn materials still of educational value. In making selections media specialists will:

1. Evaluate the existing collection.
2. Assess curricular and recreational needs.
3. Solicit recommendations for acquisitions from faculty and students.
4. Examine materials whenever possible.
5. Consult professionally prepared selection aids.

Procedure for Reconsideration of Challenged Material -

1. The complainant should be provided with a copy of the selection policy and selection procedure.
2. The complainant should be requested to submit a formal "Request for the Reconsideration of Instructional Materials" to the principal.
3. Challenged material should be shelved, or on the desk, and kept in circulation during the

reconsideration process.

4. When the request is submitted, the principal should ask the review committee that he has appointed to review the challenged material. The committee, consisting of media specialists, teachers, parents and students, should report within a month. The Superintendent should be informed of all steps that are taken to review the complaint.
5. The review committee should meet its obligations by:
 - (a) reading, viewing or listening to the challenged material in its entirety;
 - (b) checking established and accepted selection tools with a view to gauging the general acceptance of the challenged material;
 - (c) establishing relevance of the challenged material to the curriculum and other student needs; and
 - (d) completing the appropriate checklist including a judgment of the challenged material as a whole for its value as an entity in the support of the overall goals of the educational program.
6. A written recommendation should be presented to the Superintendent.
7. The decision to retain or exclude the challenged materials should be made by the Board of Education. The complainant should be notified of the decision.

ADOPTED: April 1, 1995

REVISED: June 13, 2010

REVISED: December 11, 2013