

SELECTION OF PRINT AND NON-PRINT MATERIALS

The North Scott Board of Directors supports principles of intellectual freedom inherent in the First Amendment of the Constitution of the United States and expressed in the School Library Bill of Rights (1) of the American Library Association and the Students Right to Read (2) of the National Council of Teachers of English. The North Scott Board of Directors hereby declares it is the policy of the North Scott Community School District to provide a wide range of instructional materials (3) on all levels of difficulty, with diversity of appeal and the presentation of different points of view and to allow the review of allegedly inappropriate instructional materials through established procedures. (Code of Iowa reference - 279.8 Ch. 301.)

Statement of Rules

I. Objectives of Selection

In order to assure that the school's print and non-print materials are an integral part of the educational program of the school, the following selection objectives are adopted:

- A. To provide materials that will enrich and support the curriculum and personal needs of the users taking into consideration their varied interests, abilities and learning styles;
- B. To provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values and ethical standards;
- C. To provide a background of information which will enable students to make intelligent judgments in their daily lives;
- D. To provide materials on opposing sides of controversial issues so that users may develop, under guidance, the practice of critical analysis;
- E. To provide materials which realistically represent our pluralistic society and reflect the contributions made by these groups and individuals to our American heritage;

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- (1) Council of the American Library Association, the School Library Bill of Rights, Chicago: American Library Association, 1967.
 - (2) National Council of Teachers of English, Students' Right to Read, Urbana, IL, National Council of Teachers of English, 1972.
 - (3) Instructional materials, for purposes of this policy, are defined as published materials used directly in the classroom as well as books and non-print materials housed in the media center.

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- F. To place principle above a personal opinion and reason above prejudice in the selection of materials of the highest quality in order to assure a comprehensive collection of instructional materials appropriate for the users.

II. Responsibility for Selection

A. Media center materials:

Although the North Scott Board of Directors is legally responsible for the operation of the schools, the responsibility for building purchases resides with the principal. While selection of materials involves many people, including library/media specialists, teachers, students, supervisors, administrators and community persons, the responsibility for coordinating and recommending the selection and purchase of media center materials is delegated to the licensed library/media personnel.

B. Classroom centered curriculum materials:

Responsibility for coordinating the selection and purchase of curriculum materials rests with the superintendent.

III. Criteria for Selection

Educational goals of the local school district, standards and benchmarks, individual student learning modes, teaching styles, curricular needs, faculty and student needs, existing materials and technology arrangements should be considered in developing the print and non-print materials collection. Guidelines for the evaluation and selection of print and non-print resources are listed (4).

Print and non-print materials should:

- A. Be relevant to today's world;
- B. Be written by favorably reviewed authors and/or producers;
- C. Support the curriculum;
- D. Be appropriate to the level of the intended user;
- E. Represent differing viewpoints toward achieving a balanced collection;

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- (4) For specific criteria for various forms of materials and equipment, reference shall be made to Media Programs: District and School, pp. 70-86. American Association of School Librarians, American Library Association and Association for Educational Communications and Technology. Chicago: American Library Association, 1975.

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IV. Procedures for Selection

A. Media center materials:

In selecting school media center materials, the licensed personnel will: evaluate the existing collection; assess curricular needs; examine materials and/or consult reputable, professionally prepared selection aids. Recommendations for acquisition may be solicited from administrators, faculty, students and others.

Gift materials should be judged by the criteria listed in the preceding section (Section III) 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 as determined by the licensed media personnel and the replacement of lost and worn materials still of educational value.

B. Classroom-centered materials:

Criteria for classroom-centered materials shall be consistent with Section III. Information on materials selected for adoption shall be presented to the board by the superintendent.

V. Procedures for Reconsideration of Materials

Occasional objections to print and non-print materials will be made despite the quality of the selection process. In the event that materials are questioned, the principles of intellectual freedom, the right to access of materials and the integrity of the licensed personnel shall be defended.

If a complaint is made, the following procedures shall be followed: (appropriate forms are located in the district and building administrative offices).

A. The principal will:

1. Inform the complainant of the selection procedures and attempt to resolve the issue by withdrawal of the complaint.
2. If unsuccessful, request the complainant to submit a formal "Request for Reconsideration of Print and Non-Print Materials" providing the complainant with the correct form.
3. Inform the superintendent and other appropriate personnel, including the Board of Directors.
4. Keep challenged materials in use during the reconsideration process.

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5. Upon receipt of the completed form, request review of the challenged material by an ad hoc materials review committee within fifteen working days.
- B. The review committee is appointed by the superintendent with the concurrence and assistance of the building principal and the licensed library/media personnel. It includes media professionals, administrators, representatives from the classroom teachers, one or more parents and one or more students. The review committee takes the following steps after receiving 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 the material supports the curriculum;
 4. completes the appropriate "Checklist for School Media Advisory Committee's Reconsideration of Print and Non-Print Material" judging the material for its strength and value as a whole and not in part;
 5. makes the decision to retain or withdraw challenged materials;
 6. notifies the objector of the decision of this committee by a phone call from the chair of the committee. This should later be confirmed in writing. A written report of the decision must then be circulated to all appropriate personnel, including the superintendent and the school board.

Once the procedure has been followed through to completion for a particular print or non-print item, complaints against the same item will not be reconsidered for a period of at least five years. The reconsideration may be discontinued at any point during the process should the initiator drop the complaint. A file should be established in the administration office to provide a record of materials questioned and of the decisions reached concerning them. Forms to implement this policy statement are found in each principals office and the Central Administration Office.

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