

## Section 300: Instruction

### School Library Media Centers

#### Administrative Rule – Materials Selection and Reconsideration

Code #362.00AR

#### Criteria for Selection

1. Learning resources shall support and be consistent with the general educational goals of the Tri-County Area School District.
2. Learning resources shall be appropriate for the subject area and for the age, emotional development, ability level, and social development of the students for whom the materials are selected.
3. Learning resources shall be designed to help students gain an awareness of our pluralistic society.
4. The selection of learning resources on controversial issues will be directed toward maintaining a balanced collection representing various views.
5. The following shall be included in selecting materials for the library/media center.
  - a. Educational significance.
  - b. Contribution the subject matter makes to the curriculum and to the interests of the students.
  - c. Favorable reviews found in standard selection sources such as Booklist, School Library Journal, and Wilson's Catalogs.
  - d. Favorable recommendations based on previewed examination of materials by professional personnel.
  - e. Reputation and significance of the author or the publisher.
  - f. Validity, up-to-datedness, and appropriateness of material.
  - g. High degree of potential user appeal.
  - h. High artistic quality and/or literary style.
  - i. Value commensurate with cost and/or need.
  - j. Timeliness or permanence.
6. Materials that include subjects which are often subject to criticism shall be selected according to the following criteria:
  - a. Religion: factual, unbiased material which represents all major religions shall be included in the collection.
  - b. Political ideologies: factual material on an appropriate reading level shall be available on any ideology which exerts an influence on government, education, current events, or other phase of life.
  - c. Sex and profanity: inclusion of sex and/or profanity shall not automatically disqualify materials from the collection. There shall be a searching evaluation of the merits of each work as it relates to literary quality, truth to life, and relevance to the curriculum.

#### Procedures for Selection

1. The library media specialist evaluates the existing collection and may consult:
  - a. Reputable, unbiased professionally prepared selection aids.
  - b. Specialists from all departments and/or grade levels.
  - c. Principals.
2. In specific areas, the library media specialist follows these procedures:
  - a. Gift materials are judged by basic selection standards and are accepted or rejected by these standards.
  - b. Multiple copies of outstanding and much in demand material are purchased as needed.
  - c. Systematic review of the collection shall be made to weed out materials which may be unused, damaged, or outdated with information that is no longer accurate.

### Challenged Materials and Media

1. A procedure has been established for the registering of any complaint that might arise regarding the use of specific educational materials with the school district.
2. Parents have the right to judge whether the material is acceptable for their child. No parent, guardian, or group of citizens in the community, however, may abridge the rights of other parents, teachers, or children to have access to the information which is part of the educational process.
3. The following procedures shall be followed if a complaint is made regarding library media material:
  - a. The library media specialist will work with the complainant to resolve informally difficulties concerning library materials, perhaps consulting with the building principal.
  - b. If all parties cannot reach an agreement, the complainant will be supplied with a copy of this policy as well as those listed under "cross reference" in Code #362.
  - c. If after considering the provided materials, the individual wishes to register a formal complaint, Code #871 Exhibit, Citizen's Request for Consideration of Materials form should be completed and returned to the library media specialist, who will share it with the building principal and District Administrator.
  - d. The District Administrator shall appoint a review committee consisting of: the library media specialist, the building principal, and teachers from the appropriate grade levels and/or subject areas.
  - e. The review committee shall:
    - 1) Read and examine the material.
    - 2) Check the general acceptance of the material by reading reviews.
    - 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 determine the disposition of the complaint.
    - 5) Meet with the complainant to review the committee's decision.
    - 6) Submit a written statement to the District Administrator.
    - 7) After reviewing the written statement of the committee, the District Administrator shall notify the complainant of this decision.
    - 8) A complainant who is not satisfied with the decision of the District

Administrator may appeal to the Board of Education within 10 days of receipt of the District Administrator's decision.

9) The Board will review the appeal, the facts and findings of the committee and District Administrator, and render a final decision.

4. Challenged materials and media may remain accessible and/or in circulation during reconsideration proceedings.

Prior Approval:	October 25, 2011
Attorney Review:	December 2015
Approved:	January 26, 2016