

## **Materials Selection Policy**

### **I. GENERAL OBJECTIVES**

Instructional materials are selected by the school district to implement, enrich, and support the educational program for the student. Materials must serve both the breadth of the curriculum and the needs and interests of individual students. It is the obligation of the district to provide for a wide range of abilities and to respect the diversity of many differing points of view. To this end principles must be placed above personal opinion and reason above prejudice in the selection of materials of the highest quality and appropriateness.

### **II. RESPONSIBILITY**

The Johnson Creek Board of Education shall delegate to the district administrator the authority and responsibility for selection of all print and non-print materials. Responsibilities for actual selection shall rest with appropriate professionally trained personnel who shall discharge this obligation consistent with the board's adopted selection criteria and procedures. Selection procedures shall involve representatives of the professional staff directly affected by the selections, and persons qualified by preparation to aid in wise selection.

### **III. CRITERIA FOR SELECTION**

- A. The needs of the students within the building based on the curriculum and the existing materials are given first consideration. The needs of the student are also taken into account.
1. educational significance
  2. contribution the subject matter makes to the curriculum and to the interests of the students.
  3. favorable reviews found in standard selection sources
  4. favorable recommendations based on preview and examination of materials by professional personnel
  5. reputation and significance of the author, producer and publisher
  6. validity, timeliness, and appropriateness of material
  7. contribution the material makes to breadth of representative viewpoints on controversial issues
  8. high degree of potential user appeal
  9. high artistic quality and/or literary style
  10. quality and variety of format

11. value commensurate with cost and/or need
12. timeliness or permanence
13. integrity

B. The following criteria will be used as they apply:

1. Learning resources shall support and be consistent with the general educational goals of the Johnson Creek School District and the aims and objectives of individual buildings and specific curricular areas.
2. Learning resources shall meet high standards of quality in factual content and presentation.
3. Learning resources shall be appropriate for the subject area and for the age, emotional development, ability level, learning styles and social development of the students for whom the materials are selected.
4. Physical format and appearance of learning resources shall be suitable for their intended use.
5. Learning resources shall be designed to motivate students and to help them gain an awareness of our pluralistic society.
6. Learning resources shall be designed to motivate students and staff to examine their own attitudes and behaviors and to comprehend their own duties, responsibilities, rights and privileges as participating citizens in our society.
7. Learning resources shall be selected for their strengths rather than rejected for their weaknesses.
8. Learning resources shall include a variety of digital and non-digital formats in order to prepare students for the multiplicity of resources in the modern world.

The selection of learning resources on controversial issues will be directed towards maintaining a balanced collection representing various views.

Learning resources shall clarify historical and contemporary forces by presenting and analyzing intergroup tension and conflict objectively, placing emphasis on recognizing and understanding social and economic problems.

#### IV. PROCEDURE FOR SELECTION

- A. In selecting learning resources, professional personnel will evaluate available resources and curriculum needs and will consult reputable, professionally prepared aids to selection and other appropriate sources. The actual resource will be examined whenever possible.
- B. Recommendations for purchase involve administrators, teachers, students, district

personnel and community persons, as appropriate.

- C. Selection is an ongoing process which should include the removal of materials no longer appropriate and the replacement of lost and worn materials still of educational value.
- D. Requests, suggestions and reactions for the purchase of instructional materials shall be gathered from staff to the greatest extent possible, and students when appropriate.
- E. Reviews of proposed acquisitions will be sought in the literature of reputable professional organizations and other reviewing sources recognized for their objectivity and wide experience.
- F. Materials will be examined by professional staff to the extent necessary or practicable to apply the criteria. Preview copies are available for on-site examination by the public upon written request of the district curriculum director or building principal.
- G. Textbooks will be selected after examination by the principals, curriculum director, and others who have professional expertise in objective evaluation of materials.

V. INSTRUCTIONAL PROGRAM POLICIES FOR SELECTION OF INSTRUCTIONAL MATERIALS

A. Objectives of Selection

The primary objective of the school's educational media center is to implement, enrich, and support the educational program of the school. It is the responsibility of the center to provide a wide range of media materials on all levels of difficulty, with diversity of appeal, and the presentation of different points of view.

To this end, the Board of Education of Johnson Creek reaffirms the objectives of the Standards for School Media Programs of the American Association of School Librarians and the Department of Audiovisual Instruction, which asserts that the responsibility of the library media center is:

1. To provide materials that will enrich and support the curriculum needs of the students and the staff served.
2. To provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards.
3. To provide a background of information which will enable pupils to make intelligent judgments in their daily life.
4. To provide materials on opposing sides of controversial issues so that young

citizens may develop under guidance the practice of critical analysis of all media.

5. To provide materials representative of the many religious, ethnic, and cultural groups and their contributions to our American heritage.
6. To place principle above personal opinion and reason above prejudice in the selection of materials of high quality in order to assure a comprehensive collection appropriate for the users of the library media center.
7. To provide information in a variety of formats to accommodate the varied abilities, interests, and needs of the students.

## VI. RESPONSIBILITY FOR SELECTION OF MATERIALS

The Johnson Creek Board of Education is legally responsible for all matters relating to the operation of Johnson Creek Schools.

The responsibility for the selection of instructional materials is delegated to the professionally trained personnel employed by the school system. Selection of materials involves many people; principals, teachers supervisors, students and media specialists. The responsibility for coordinating the selection of instructional materials and making the recommendation for purchase rests with the professionally trained media personnel.

## VII. CRITERIA FOR SELECTION OF INSTRUCTIONAL MATERIALS

The district administrator will establish criteria procedures for selection.

A. The criteria is as follows:

1. Overall purpose
2. Timeliness and permanence
3. Importance of the subject matter
4. Quality of the writing/production
5. Readability and popular appeal
6. Authenticity and accuracy
7. Reputation of the publisher/producer
8. Reputation and significance of the author/composer/producer, etc.
9. Format and price

B. It is our goal to provide a current, balanced collection of materials which will give students an overall picture of the diverse world in which we live. Materials on controversial subjects will be selected to represent the fullest range of contrasting points of view. Criteria for selection in some of these areas include:

1. Religion--Factual materials about major religions will be included in media collections. Information is our goal, not indoctrination.
2. Racism--The diversity of our nation's racial and cultural heritage shall be presented in factual materials as a positive element of our society and

unresolved intercultural problems, such as prejudice, discrimination and the undesirable consequence of withholding individual rights and respect will be candidly treated.

3. Sexism--Factual materials should reflect a sensitivity to the needs of men and women without prejudice or bias. All materials should respect the claim of each person to the traits we regard as human, not assign them arbitrarily according to preconceived notion of sex roles.
4. Political Ideologies--Any ideology or philosophy of government exerting an influence on our way of life, favorable or unfavorable, will be represented by factual materials at appropriate reading levels.
5. Sex and Profanity--Each work will be evaluated on the basis of its literary quality, its accuracy, and its relevance to the curriculum. Use of profanity or sexual incidents in a literary work will not automatically disqualify it from consideration for inclusion in the collection.
6. Human Physiology--Materials on human physiology, development or personal hygiene will be chosen based on their accuracy and appropriateness of their intended audiences.

#### VIII. PROCEDURES FOR SELECTION

In selecting materials for purchase, a media specialist evaluates the existing collection and consults:

- A. Reputable, unbiased, professionally prepared selection aids
- B. Specialists from all departments and/or grade levels
- C. Whenever possible, examine the actual materials

#### IX. GIFT MATERIALS

Gifts to the schools' media centers are valuable contributions. The following criteria apply to the acceptance of gift materials for the inclusion into the media collection.

- A. Gift items are subject to school board policy for public gifts to the schools.
- B. Gifts are subject to the same criteria for selections as items to be purchased.
- C. Gifts are accepted with the understanding that if the donated items are not suitable, they may be disposed of at the discretion of the school media director.

#### X. WEEDING

The following types of materials are periodically re-evaluated to determine their usefulness and are removed from the media collection if they are found to be no longer appropriate.

- A. Duplicates of materials which are no longer in high demand

- B. Superseded editions of an item
- C. Materials that show signs of extensive wear
- D. Materials which have become obsolete or out-of-date in context, style, or theme

## XI. CHALLENGED MATERIALS

Occasional objections to the selection of materials may be made despite the care taken to select valuable materials for student and teacher use. No material shall be removed from a media center collection until a final decision on the request for reconsideration has been reached. While under reconsideration, access to questioned materials can be denied only to the child or children of those making the complaint.

If a complaint is made the following procedure will be followed:

- A. The principal or building media director will meet with the complainant and attempt to solve the problem informally by explaining the goals and objectives of the school media center.
- B. If this meeting does not serve to resolve the problem, the complainant will be given a packet of materials which include the district's selection/reconsideration policy; goals and objectives and a standard form (see Appendix) which must be completed and returned before the complaint will be considered.
- C. The completed form will be given to the building media director who informs the building principal.
- D. A committee for reconsideration will be formed.
  - 1. The committee will consist of:
    - a. Two parents
    - b. The building principal
    - c. The media director
    - d. Two classroom teachers from the building
- E. The materials in question, along with the complaint, will be circulated among the committee members who will read/see the materials in its entirety.
- F. The reconsideration committee will meet within one month of the receipt of a written reconsideration form to decide whether the challenged materials will remain in the media center's collection.
- G. The building media director will inform the complainant of the committee's decision and send a formal report to the district administrator.
- H. If the complainant is still unsatisfied, she/he may ask the district administrator to present an appeal to the Board of Education for a final decision.

## XII. INSTRUCTIONS TO EVALUATING COMMITTEE

Bear in mind the principles of the freedom to learn and to read and base your decision on these broad principles rather than on defense of individual materials. Freedom of inquiry is vital to education in a democracy.

Study thoroughly all materials referred to you and read available reviews. The general acceptance of the materials should be checked by consulting standard evaluation aids and local holdings in other schools.

Passages or parts should not be pulled out of context. The values and faults should be weighed against each other and the opinions based on the material as a whole.

Your report, presenting both majority and minority opinions, will be represented by the principal to the complainant at the conclusion of our discussion of the questioned material.

The district shall not discriminate in the selection of instructional materials nor in handling complaints about the selection of instructional materials on the basis of sex, race, religion, national origin, ancestry, creed, color, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or handicap. Discrimination complaints shall be processed in accordance with established procedures.

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