

## **Instruction Materials Selection Policy for Dansville Schools**

### **I. Introduction**

The four walls of a classroom, a textbook, and a teacher no longer fulfill the educational responsibility with which the schools have been charged. Current demands placed upon schools by their communities to meet more adequately the individual requirements, interests, and abilities of students call for an abundance of instructional materials.

To help meet these demands the school media center must contain a wide variety of instructional materials which support the curriculum of the Dansville Schools. It also must provide additional material to attract students to reading, viewing, and listening as sources of pleasure and recreation over and above needed subject content. To assure acquisition of these materials in sufficient quantity, variety, and quality, the policy herein contained is designed to identify procedures for the selection of materials.

### **II. Purposes of the Selection Policy**

- A. To implement the instructional objectives of the Dansville Schools
- B. To guide media specialists in the selection of learning materials
- C. To inform the public about criteria upon which selections are made

### **III. Definition of Materials**

Instructional materials are those used as an integral part of the curriculum as well as those used to support and enrich the curriculum and fulfill interest needs.

### **IV. Definition of Selection**

Selection refers to the decision that must be made either to add, replace, or retain materials that are in the collection of a media center.

### **V. Goals of Material Selection**

- A. To maintain a well balanced and broad collection of materials for information, reference, and research
- B. To foster learning as a lifelong activity through exposure to print and non-print materials
- C. To provide recreational media resources

### **VI. Responsibility for Selection**

The responsibility for all instructional materials is legally vested in the Dansville Board of Education. The Board delegates the responsibility to develop final recommendations for acquisitions to the professional media specialists who know the curriculum, the students and the philosophy of the school system. If disagreement should arise at building or grade levels over materials recommended for purchase, the matter will be resolved by the Superintendent of Schools or his designee.

### **VII. General Criteria for Selection**

The Dansville School's book selection policy adhere to the School Library Bill of Rights Media Center Programs, which was approved by the American Association of School Libraries Board of Directors in Atlantic City in 1969. The Bill of Rights is as

follows:

To provide a comprehensive collection of instructional materials selected in compliance with basic written selection principles and to provide maximum accessibility to these materials.

To provide materials that will support the curriculum, taking into consideration the individual's needs, and the varied interests, abilities, socio-economic back-grounds, and maturity levels of the students served.

To provide materials for teachers and students that will develop literary, cultural, and aesthetic appreciation, and ethical standards.

To provide materials which reflect the ideas and beliefs of religious, social, political, historical and ethnic groups and their contribution to the American and world heritage and culture, thereby enabling students to develop an intellectual integrity in forming judgments.

To provide written statement of the procedures for meeting the challenge of censorship of materials in schools.

#### VIII. Specific Criteria for Materials Selection

- A. Selection of instructional materials shall be based upon:
  - 1. Relevance or permanent value
  - 2. Accuracy
  - 3. Authoritativeness
  - 4. Readability
  - 5. Clear presentation and format
- B. Selection of instructional materials shall be made either on the basis of reviews and recommendations appearing in recognized professional reviewing media or professional examination or judgment.
- C. Acquisition shall be based upon needs of the school as determined by:
  - 1. Curriculum
  - 2. Balance and variety of existing collection
  - 3. Faculty requests
- D. Acquisitions shall be based upon needs of students as determined by:
  - 1. Knowledge of students' backgrounds and reading abilities
  - 2. Varied maturity levels, abilities, and interests
  - 3. Availability of materials outside of school
  - 4. Student requests
- E. Gifts will be acceptable when they:
  - 1. Meet the same standards as original purchases
  - 2. Require no special conditions
  - 3. May be disposed of when warranted
- F. Commercially sponsored materials may be accepted when they:
  - 1. Supplement or enrich instruction
  - 2. Meet the same standards as original purchases
  - 3. Have discreet advertising content

## IX. Subjects of Frequent Concern

Recognition is given to various topics, some of which might be objectionable to certain individuals. Ideologies, religion, sex, and impropriety represent areas of frequent concern. The following guidelines are used:

### A. IDEOLOGIES:

Instructional materials shall contain factual information on the level of the reading public about any ideology or philosophy which exerts a strong force, either favorably or unfavorably, on youthful readers in areas such as government, current events, politics, education, or any other phase of life.

### B. RELIGION, RACE, OR NATIONAL ORIGIN:

Instructional materials about religion, race, or national origin shall be presented in a factual, unbiased manner.

### C. SEX:

Instructional materials concerning sex are subject to standards of literary merit and educational or curricular needs.

### D. IMPROPRIETY:

Sensational and over-dramatic material will be excluded, but material containing offensive references will not be disqualified automatically.

## X. Reconsideration

A. When a complaint about an instructional material is received material in question shall be:

1. Reviewed objectively and in its full context.
2. Evaluated in terms of the needs and interest of students, school, curriculum and community.
3. Considered in the light of differing opinions.

B. Procedure for handling objections to instructional materials.

1. The person or persons expressing an objection may register the objection in writing on a "Request for Reconsideration" form. This form may be obtained from the school media center.
2. Material being objected to will not be withdrawn until a final decision has been reached.
3. A committee to review the complaint shall be appointed by the Superintendent or his designee. The committee shall be composed of the following:
  - One parent
  - Appropriate level administrator
  - Appropriate level media specialist
  - Appropriate level teacher
  - Two appropriate level students (if Secondary)
  - Complainant (if he or she so desires)
4. If the complainant is present at the meeting, he or she shall be welcome to present personal views but shall not vote on the disposition of the material under consideration.

5. The committee's decision (which shall be reached by a simple majority) shall be given to the appropriate level administrator for his review.
6. In the event that the committee is implemented due to a parental action, the administration will immediately notify all Board members. Recommendations from the committee and the administration will be made to the Board of Education.
7. An appeal of the decision of the committee may be made within two (2) weeks to the Superintendent of Schools, and his decision may be appealed within two (2) weeks to the Board of Education.

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