



Book: BYLAWS AND POLICIES
Section: 2000 PROGRAM
Title: SELECTION AND ACQUISITION OF INSTRUCTIONAL MATERIALS
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Selection of materials is a continuous process. The principal and/or instructional coaches will note needs and record suggestions as these occur throughout the year. Selection of materials is a systematic process. The principal and/or instructional coaches will be familiar with the strengths and weaknesses of the collection and develop a collection which is balanced with relation to the needs of the school. Selection of materials is a cooperative process. School staff, principal, parents, students and community members will have relevant suggestions, each from different viewpoints.

Objectives of Selection

The primary objective of the school's educational media center is to ensure that students and staff are effective users of ideas and information. It is the duty of the center to provide a wide range of resources in all formats, on all levels of difficulty, with diversity of appeal, and the presentation of different points of view.

To this end, the Board affirms the objectives of the Standards for Library Media Programs, prepared jointly in 1998 by the American Association of School Librarians and the Association for Educational Communications and Technology, and asserts that the responsibility of the library media center is:

- A. To provide resources that will enrich and support curriculum, and represent a diversity of experiences, opinions, social and cultural perspectives.
- B. To provide resources that will stimulate growth in factual knowledge, personal values, literary appreciation, esthetic values, and ethical standards.

- C. To provide resources on opposing side of issues so that young citizens may develop, under guidance, the practice of critical analysis of all media.
- D. To provide resources supporting the concept that intellectual freedom and access to information are prerequisite to effective and responsible citizenship in a democracy.
- E. To provide resources representative of the many religions, ethnic, and cultural groups and their contributions to our American heritage.
- F. To place principle above personal opinion and reason above prejudice in selection of materials of the highest quality in order to assure a comprehensive collection appropriate for the users of the media center.

Responsibility for Selection of Materials

The Board is legally responsible for all matters relating to the operation of Edison School of the Arts. The responsibility for the selection of instructional materials is delegated to the Selection Committee.

The principal and/or instructional coaches, with knowledge of the curriculum, the current media center collection, and the needs of the school, will be the chair of the individual building Materials Selection Committee.

The committee will coordinate the selection of all materials for purchase from the Instructional Materials Budget allocated to each school. The Selection Committee may consist of:

- A. Principal
- B. Instructional Coaches
- C. School Staff @ Grade Level
- D. Parents
- E. Students
- F. Community Members

Criteria for Selection of Instructional Materials

Needs of the individual school are based on the curriculum and the principal's evaluation of the existing collection. Materials for purchase are considered on the basis of:

- A. Overall purpose
- B. Timeliness of performance
- C. Importance of the subject matter
- D. Relevance to major social issues
- E. Quality of the writing or production
- F. Readability and popular appeal
- G. Reputation of the publisher or producer
- H. Reputation and significance of the author, artist, composer, or producer
- I. Format and price
- J. Requests from faculty and students
- K. Collection development needs

Procedures for Materials Selection

In selecting materials for purchase, the principal evaluates the existing collection and consults:

- A. Reputable, unbiased and professionally prepared selection tools (including print and non-print).
- B. Representatives from all departments and grade levels.

In specific areas the principal follows these procedures:

- A. Gifts of materials are judged by basic selection standards and are accepted or rejected by these standards.
- B. Multiple items which are outstanding or much in demand are purchased as needed.
- C. Worn or missing standard items are replaced periodically.

The Executive Director shall develop guidelines and procedures to deal with challenged materials.

Challenged Materials

Occasionally there will be an objection or a complaint about a book, a part of a book, or to other instructional materials, by a member of the school community. The right of the citizen to voice such objections is fully respected, and s/he should be so informed. This procedure will be followed:

- A. The objector will be provided with a copy of the form Citizens Request for Reconsideration of Instructional Materials. Each media center will be given a supply of these forms. You will find a sample form in this section of the handbook.
- B. The person making the objection will fill out the form and return it to the principal within five (5) school days.
- C. The principal will refer the completed request to a committee of appropriate persons, such as instructional coaches and/or Selection Committee.
- D. The committee will thoroughly examine the material in question and make recommendations to the principal as to what action should be taken.
- F. The principal will inform the person who submitted the request of the decision of the committee.
- G. A copy of the form completed by the citizen and a short account of the disposition of the case should be sent to Instructional Media.
- H. If the person making the request is not satisfied with the decision of the committee, s/he may appeal to the Executive Director.