ORANGE WINDSOR SUPERVISORY UNION

Royalton School District

Selection of Library and Instructional Materials

OBJECTIVES OF SELECTION:

The primary objective of instructional materials in the school is to implement, enrich and support the educational program of the school. It is the duty of the school to provide a wide range of materials with diversity of appeal, and the presentation of different points of view. In order to assure a comprehensive collection appropriate for faculty and students, decision making in this area must be informed by judgments which place principle above personal opinion, and reason above prejudice, in the selection of materials of the highest quality.

The Royalton Board asserts that is the purpose of instructional materials:

1. To enrich and support the curriculum, taking into consideration the varied interests, abilities and maturity levels of the pupils served;

2. To 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 represent the many religious, ethnic and cultural groups and their contribution to our American heritage; and

5. To provide information on opposing sides of controversial issues, so that young citizens may develop, under guidance, the practice of critical analysis of all media.

RESPONSIBILITY FOR SELECTION OF MATERIALS:

1. The Royalton Board is legally responsible for all matters relating to the operation of the South Royalton School.

2. 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: the principal, teachers and librarians.

3. Responsibility for coordinating the selection of instructional materials for libraries and media centers, and making recommendations for purchase, rests with a professionally trained staff of these areas. Responsibility for coordinating the selection of

classroom material rests with the teachers and the principal.

CRITERIA FOR THE SELECTION OF SCHOOL MATERIALS:

Selection of materials for purchase are considered on the basis of:

1. Overall purpose;

2. Timeliness or permanence;

3. Importance of subject matter;

4. Quality of the writing/production;

5. Readability and popular appeal;

6. Authoritativeness;

7. Reputation of the publisher/producer; and

8. Reputation and significance of the author/artist/composer/producer.

Request from faculty and students are given prime consideration.

Textbooks are defined as those books in general used by a substantial number of pupils in a particular class, group or grade section, meeting on a regular basis and are selected by the above criteria.

PROCEDURE FOR SELECTION:

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

1. Reputable, unbiased, professionally prepared selection aids;

2. Recommended, authorized bibliographies; and

3. Specialists from all departments and/or all grade levels.

In specific areas the librarian follows these procedures:

1. Gift materials are judged by basic selection standards and are accepted or rejected by these standards.

2. Multiple items and outstanding and much-in-demand media are purchased as necessary.

3. Worn or missing standard items are replaced periodically.

4. Out-of-date or no longer useful materials are withdrawn from the collection.

5. Sets of materials and materials acquired by subscription are examined carefully and are purchased only to fill a definite need.

CHALLENGED MATERIALS:

Occasional objections to a selection will be made by the public despite the care taken to select valuable materials for student and teacher use and the qualifications of persons who select the materials.

If a complaint is made, the procedures are as follows:

1. A meeting between the complainant, the teacher or librarian involved, and the principal will be held in an attempt to resolve the complaint. If the complaint is not resolved, then proceed to step two.

2. Invite the complainant to file his/her objections in writing and send to him/her the attached form so he/she may submit a formal complaint to the principal.

3. Inform the Superintendent.

4. The Board will appoint a re-evaluation committee consisting of one teacher, one librarian, one administrator and two parents. The committee may wish to call in community members for consultation. Such a committee well:

A. Read and examine materials referred to it.

B. Check general acceptance of the materials by reading reviews.

C. Weigh values and faults against each other and form opinions based on the material as a whole, and not passages pulled out of context.

D. Meet to discuss the material and to prepare a report.

E. File a copy of the report in the school and with the Superintendent.

F. Provide an opportunity to appeal the decision to the Superintendent of

Schools.

G. Provide an opportunity to appeal the decision to the School Board.

Date Reviewed: 7-6-04, 8-3-04

Date Warned: 8-26-04

Date Adopted: 9-7-04

This policy **REVOKES** and **SUPERCEDES** the policy adopted 2-17-94