

## **7.16 Selection of Instructional Materials (other than textbooks) and Materials for the School Media Centers**

7.16.1 **Generally.** Instructional materials used in classrooms and selected for placement in school media centers are fundamental to the educational process. As used in this policy, “Instructional Materials” shall mean print and non-print instructional materials, used or made available by the classroom teacher in connection with instruction in the classroom, other than the course textbook selected under procedures consistent with Board Policy 7.2. “Media Center Materials” shall mean print and non-print materials selected for circulation through any Madison City School media center.

7.16.2 **Scope of Policy.** The scope of this policy is limited to selection of Instructional Materials, and Media Center Materials. Selection of classroom textbooks is governed by Board Policy 7.2.

7.16.3 **Instructional Materials and Media Center Materials Selection Process.** The Superintendent is authorized and directed to prepare and implement procedures for selection and reconsideration of Instructional Materials and Media Center Materials, including gifted, free, or sponsored items.

- a) The selection process for Media Center Materials will utilize the District’s professionally trained and certified library media staff to recommend selection of Media Center Materials for the media center to which they are assigned. The Superintendent’s selection process may include, as deemed appropriate, utilization of selected teachers, students, parents and community members, school-level administrators, and district-level administrators and directors, to review and approve recommended Media Center Materials. Responsibility for making recommendations for purchase, coordinating the selection process and undertaking the approved purchase of Media Center Materials, will remain with the Media Center’s certified personnel. The library media specialist is encouraged to consult reputable, professional journals or lists when determining what resources should be considered for inclusion in the school’s library collection. Teachers may request that specific resources be considered for inclusion in the collection at their assigned school by submitting a request in writing to the library media specialist.
- b) Instructional Materials meeting the criteria set out in this policy may be selected through cooperative efforts of school faculties, school administrators, system administrators and directors, and may include consideration of suggestions from parents and students.
- c) Any decision to select and utilize Media Center Materials or Instructional Materials shall be subject to review and reversal in accordance with a reconsideration procedure established by the Superintendent consistent with this policy.

### **7.16.4 Criteria for Selection and Deselection of Materials.**

- a) **Selection Criteria.** Instructional Materials and Media Center Materials selected pursuant to this policy should:
  - Support the Alabama course of study and accreditation requirements
  - Offer students the opportunity to explore and satisfy intellectual curiosities beyond the classroom curriculum and course of study

requirements, taking into consideration their varied interests, abilities, and learning styles.

- Stimulate learning growth in factual knowledge, literary appreciation, esthetic values, and ethical standards.
- Provide information that will help students to learn how to make intelligent choices in their daily lives and how to think analytically, logically, and critically on controversial issues.
- Be representative of and provide accurate historical portrayals of the many religious, ethnic, and cultural groups and their participation and contribution to American heritage and daily life.
- Be age-appropriate for the grade and interest level of the students served by the Instructional Materials or Media Center Materials.
- Have aesthetic, cultural, literary, social, artistic, or historical value.
- Foster reading and media usage as a lifelong and pleasant learning activity.

b) **Deselection Criteria for Media Center Materials.** The media specialist is primarily responsible for identifying resources that should be removed from the library collection. A material should be removed from the library's collection if it:

- contains misleading, factually inaccurate, or dated information;
- is in poor physical condition;
- is determined to be of no real discernable value;
- does not meet the current criteria for selection; or
- is no longer relevant to the needs and interests of the school community.

c) **Purchase of Materials.** All purchases of Instructional Materials and Materials for School Media Centers must also be made in accordance with any applicable financial policies and procedures, the applicable budget and in accordance with state law.

d) **Donated Media Center Materials.** Gifts and donations to school media centers may be accepted, but gifted or donated resources will only be included in the media center's collection if they are determined to be appropriate for inclusion in accordance with the same selection criteria applied to resources purchased by the school system.

7.16.5. **Challenge and Reconsideration Process.** The Superintendent shall direct the preparation and implementation of procedures for challenging and seeking reconsideration of use of Instructional Materials and Media Center Materials.

- a) Informal Reconsideration Process. The procedure shall include opportunities for parents/guardians to express concerns informally to classroom teachers, counselors, library media specialists, and/or school administrators.
- b) Formal Reconsideration Process. The procedure will also include provision for formal challenges or reconsideration of Instructional Materials and Media Center Materials if concerns are not resolved through the informal reconsideration process. The procedure

for formal will include review by a school-level committee, and an opportunity to appeal from decision of a school-level committee to the Superintendent. The Superintendent is authorized, in his discretion, to appoint and solicit input from a district-level committee to review the appeal and make a recommendation regarding its determination. The ultimate decision of the appeal by the Superintendent shall be final.

c) Guiding Principles for Challenge and Reconsideration Process.

- Confidentiality of the complainant during the informal process (only) shall be maintained to the extent possible, if requested by the complainant.
- ~~No commitments regarding reconsideration of the challenged materials shall be made until the issue of appropriateness of the materials has been fully explored.~~
- The complainant and the reviewing personnel or committee should be treated in a courteous, objective and non-emotional manner.
- All challenges and requests for reconsideration shall be submitted on forms prescribed by the Superintendent, or designee, consistent with this policy. All such forms must be fully completed and submitted in writing to be considered.
- All challenges and requests for reconsideration will be processed on a timely basis in accordance with the procedures established by the Superintendent.
- The principles outlined in the American Library Association's publication "Access to Resources and Services in the School Library" will be considered in connection with any challenge to Media Center Materials.
- The importance of student's freedom to read/view/listen to appropriate educational materials will be considered in connection with any challenge.
- The absence of the right of any parent to control the reading, viewing, or listening of other people's children will also be considered in challenges to Instructional Materials or Media Center Materials.
- A decision regarding reconsideration of the challenged materials shall not be made until the issue of appropriateness of the materials has been fully explored.
- Consideration of all challenges to Instructional Materials and Media Center Materials shall be undertaken in a manner consistent with any applicable Alabama State Department of Education regulations or guidance, Alabama law, federal law and the constitutions of the State of Alabama and the United States.

d) Effect of Decision. A decision whether to remove a challenged resource will stand for five (5) years before any new requests for reconsideration of the challenged item will be considered.

**7.16.6 Procedure and Forms.** The superintendent will direct the preparation and publication of such procedures and forms as may be deemed necessary to implement this policy.