

Instructional and Library Media Selection

The Board recognizes the primary objective of instructional and library media selection policy is to guide personnel in selecting and evaluating materials which will implement, support, and enrich the District's educational programs.

The Board asserts that the responsibility of the instructional programs and library media centers is:

- A. To provide materials that will support and enrich the educational programs and are aligned with the District's Content Standards and Performance Indicators and performance standards taking into consideration the varied interests, abilities, learning styles, and maturity levels of the students;
- B. To provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values and ethical standards;
- C. To provide a background of information which enables students to make intelligent judgments in their daily lives;
- D. 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;
- E. To provide materials representative of the many religious, ethnic, and cultural groups and their contributions to our American heritage; and
- 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 library media center and a variety of resources to be used in the instructional program.
- G. The materials shall be evaluated periodically for physical deterioration and obsolescence and appropriateness for the current needs of the District

In addition the Board recognizes that the final authority as to what materials an individual student will be exposed to rests with that student's parents or guardians. However, at no time will the wishes of one child's parents to restrict his/her reading or viewing of a particular item infringe on other parents' rights to permit their children to read or view the same material.

Definitions

The words instructional materials, media, library material, computer materials as they may occur in this policy have the widest possible meaning; it is implicit in this policy that every form of permanent record is included whether print or non-print. Selection refers to the decision to add a certain item to the District's educational program or library media center

Responsibility for Selection of Instructional and Library Materials

The Board is legally responsible for all matters relating to the operation of the schools. The responsibility for the selection of instructional materials is delegated to the professionally trained personnel and library technicians employed by the District. The selection of materials for instructional programs and library media involves administration, teachers, library media specialists and computer coordinators at each level. The Board is responsible for approving of textbooks and other materials through the budgetary process.

Criteria for Selection

Materials are evaluated based on curriculum goals, overall purpose, permanence, quality of scholarship, presentation of diverse view point, accuracy of information, the inclusion of a wide range of materials at all levels, appeal to students' various interests, abilities and maturity levels, format and price. Donated materials are judged by the same standards and are accepted or rejected by those standards.

Procedure for Selection

In selecting the materials for purchase, the professional personnel evaluate the existing collection, consulting reputable, unbiased, professionally prepared selection aids and specialists from all departments and/or grade levels.

Challenged Materials

It is recognized that community members, students or school staff may raise objections to selected materials.

In the event a complaint is made, the following procedures will apply:

- A. The person providing the materials in question shall first hear the complaint.
- B. If the complaint is not resolved, the complainant shall be referred to the building administrator and requested to complete "IJJ-E, Request for Review

- of Instructional and Library Media Material Selection”. A copy will be forwarded to the Superintendent.
- C. The Superintendent shall appoint a committee composed of the following persons to review the complaint: one Principal at the appropriate grade level; one librarian or media specialist; one classroom teacher; the department head in the subject area; one community member.
 - D. The review committee shall read and examine the materials referred to them; check general acceptance of materials by reading reviews; weigh values and faults against each other and form opinions based on the material as a whole and not on passages or portions pulled out of context; meet to discuss the material and to prepare a written report on it with its decision.
 - E. The decision of the committee shall be forwarded to the Superintendent who will inform the complainant of the results.
 - F. No materials shall be removed from use until the review committee has made a final decision.
 - G. The review committee’s decision may be appealed to the Board. The Board may set aside a portion of a regular meeting or call a special meeting for the purpose of receiving testimony from the representatives of the various points of view. The material in question shall be:
 1. Reviewed objectively and in its full content;
 2. Evaluated in terms of the needs and interest of students, school, curriculum, and community.
 3. Considered in the light of differing opinions; and
 4. Reviewed in light of the criteria for initial selection and purpose as provided herein.
 - H. The decision of the board shall be rendered in writing and is final.

Copyright Compliance

All copyright and licensing agreements will be strictly adhered to.

**Legal Reference: 20-A MRSA 1001(10-A)), 1055(4), 4002
CH. 125.22 (Maine Dept of Education Rules)
P.L. 107-110§1061 (No Child Left Behind Act)**

**Cross Reference: IJJ-E Request for Review of Instructional and Library Media
Material
EGAD Copyright Compliance
IMBB Exemption from Required Instruction**

Adopted: May 7, 2001

Revised: February 3, 2004