

InstructionSelection and Review of Library and Instructional Materials

A. State of Policy

The Board of Education of the Holdrege Public Schools recognizes its responsibility for providing Library and Instructional Materials for the school district. In this, as in all other endeavors, the Board of Education shall strive to meet the educational needs of students and instructional needs of the staff fairly, reasonably and judiciously with the best interest of students and the schools as first priority. The intent of this policy shall be to protect the constitutional rights of students, parents and school personnel in every circumstance. Procedures of this policy shall apply equally to all persons involved.

B. The Responsibility for Selection of Materials

The Board of Education delegates authority for selection of Library and Instructional Materials to school library/media selection committees under the direction of the Superintendent. The following procedures shall be followed in establishment of library/media selection committees.

1. Each school shall establish a library/media selection committee appointed by the Superintendent and composed of the school Principal, the school librarian, at least two teachers representing the various areas of the curriculum and/or grade levels and other individuals as may be deemed appropriate by the Superintendent.
2. Under the leadership of the Principal, the selection committees shall set priorities for acquisition of materials based on school goals and objectives, the strengths and weaknesses of the existing collection and budget allocations.

C. Objectives for Selection

The primary objective of the school library/media program is to support, enrich and help implement the instructional program of the school. It is the duty of the professional staff to make available a wide range of materials of varying levels of difficulty with a diversity of appeal and presentation of points of view. To this end the Holdrege Public Schools' Board of Education in keeping with the ideas expressed in the LIBRARY BILL OF RIGHTS asserts the responsibility of its professional staff is:

1. To provide materials that will enrich and support the curriculum taking into consideration the individual needs and the varying interest, abilities, learning styles and the maturity levels of the students served.
2. To provide materials that stimulate the growth in factual knowledge, literary appreciation, esthetic values and ethical standards.
3. To provide materials in various sides of controversial issues so that young citizens may have the opportunity to develop under guidance, the practice of critical analysis and to

make informed judgments in their daily lives.

4. To provide materials representative of the many religious, ethnic and cultural groups in our nation and the contributions of these groups to our American heritage and the world community.
5. To place principle above personal opinion and reason above prejudice in selection of materials of the highest quality in order to assure comprehensive collection appropriate to the school, the community and the students who use the library.
6. Gift materials shall be evaluated to the same criteria as any new materials selected for the collection. The right is reserved to include only those materials which meet these specified criteria.

D. Procedures for Selection of Materials

Each Principal shall establish the procedural steps by which their respective library/media selection committee shall carry out the intent of these policies. All committee procedures and selections shall be subject to approval by the Superintendent and the Board of Education.

E. Procedures for Reconsideration of Materials

Occasional objections to some materials may be voiced despite the care taken in selection and qualification of the personnel selecting materials. The following procedures apply equally to all complaints whether they are from students, parents, school personnel or district patrons.

1. Complaints should be presented to the Principal at the school at which the material was received.
2. The complainant will be asked to fill out a form entitled "Request for Reconsideration of Educational Materials".
3. Upon receipt of the completed "Request for Reconsideration" form, the challenged material shall be placed on a reserved shelf where it may be checked out by students only with written parent permission until a decision is made by the library/media selection committee.
4. The school library/media selection committee will review the material and present a written report within ten school days to the complainant and the Superintendent.
5. Upon receipt of the written report from the school library/media selection committee, the complainant may accept the report or reject the report submitting within five school days a written request to the Superintendent to advance the complaint to the first level of appeal.
6. The Superintendent upon notification from the complainant that they wish to appeal the library/media selection committee's written report, shall with the approval of the School

Board, appoint a Reconsideration Appeal Committee made up of professional educators and a representative of the district's school library/media selection committee where the complaint originated and other appropriate citizens. This committee shall review both the material in question and the written report from the school library/media selection committee and make a recommendation to the Superintendent.

7. This recommendation shall be presented to the complainant who shall have the right to appeal directly to the Board of Education for the final level of appeal. The appeal request must be received in writing within five school days of receipt of the Reconsideration Appeal Committee's report.
8. A decision by the Board of Education shall conclude the appeal process available within the school system.

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