

InstructionSelection and Review of Library/Media and Instructional Materials

A. State of Policy

The Board of Education recognizes its responsibility for providing library/media 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/media materials to the corresponding school librarian/media specialist and the selection of instructional materials is based on the continuous curriculum improvement process involving the curriculum committees, in collaboration with the curriculum coordinator, and under the direction of the superintendent.

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.

D. Selection of Materials

To this end the 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/media center.

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.

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 Request for Reconsideration of Educational Materials form.
3. Upon receipt of the completed 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 Curriculum Advisory Committee, which is made up of school board members, administrators, and professional educators.
4. The Curriculum Advisory Committee will evaluate 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 Curriculum Advisory Committee, the complainant may accept the report or choose to submit, within five school days, a written request to the Superintendent to appeal the complaint to the Board of Education.
6. The Board of Education shall place consideration of the complaint on the agenda of a regular or special board meeting.
7. A decision by the Board of Education shall conclude the appeal process available within the school system.

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Revision: 6/20/2022

HOLDREGE PUBLIC SCHOOLS – REQUEST FOR RECONSIDERATION OF EDUCATIONAL MATERIALS

Author		
Title		
Publisher		
Category of item requested for reconsideration	<input type="checkbox"/> Library/Media Center Book or Material	
	<input type="checkbox"/> Curricular/Instructional Book or Material	
Request initiated by	<i>Name</i>	<i>Email</i>
	<i>Address</i>	<i>Phone</i>
Representation	<input type="checkbox"/> Complainant only	
	<input type="checkbox"/> Organization <i>(Please name):</i>	
	<input type="checkbox"/> Other Group <i>(Please identify):</i>	
What brought this book or material to your attention?		
Summarize your reasons for requesting reconsideration of the book or material.		
To what in the book or material do you object? <i>(Please be specific; cite pages, passages, etc.)</i>		
What do you feel might be the result of reading or being exposed to this book/material?		
For what age group would you recommend this book/material?		
Do you feel that there are any beneficial aspects of this book/material to the educational program?		
Did you read the entire book/material?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If no, which parts did you read?		

Are your objections based on the age of the potential user or to the point of view expressed?	
What do you believe is the theme or intent of this book/material?	
Have you read reviews of this book/material by literary critics?	
What would you like the school to do about this book/material?	
In its place, what book or instructional material of equal literacy would you recommend?	
<i>Signature of Complainant:</i>	<i>Date:</i>
<i>Received by:</i>	<i>Date:</i>