1. **SELECTION**

The following criteria shall be considered by the staff in selection of instructional materials:

A. Needs of the individual school based on knowledge of the curriculum and of the existing collection shall be given prime consideration.

B. The following items shall be examined during the selection process:

   1. Overall purpose
   2. Timeliness and permanence
   3. Importance of subject matter
   4. Quality of production
   5. Readability and popular appeal
   6. Authoritativeness
   7. Reputation of producer
   8. Reputation and significance of author-producer
   9. Format and price
   10. Budget allocations

C. Special consideration shall be given to the following areas where criticism frequently arises:

   1. Material on religious subjects should be available and should be factual, unbiased, and broadly representative.
   2. Factual material on an appropriate reading level should be available concerning those political ideologies which exert strong influence on government, education, and other phases of our society.
   3. A searching evaluation of the merits (literary quality, truth to life, relevance to the curriculum) is necessitated by those materials which include profanity, violence or frank treatment of sex.

D. Media specialists in charge of instructional materials centers shall make extensive use of reputable, unbiased, professionally prepared selection aids and shall seek the advice of professional staff members in selection of all materials.

E. Gift materials shall meet basic selection standards and shall be accepted or rejected by these standards.
2. RECONSIDERATION OF INSTRUCTIONAL MATERIALS

Occasional objections to the selection of certain materials may be made from time to time. The following procedure shall be followed in dealing with challenged materials:

A. An objection in writing, specifically detailing materials involved, objections thereto, reasons therefore, and recommendations, may be filed by any adult citizen and/or parent/guardian of an open enrolled student of the District with the principal of the appropriate school.

B. Upon receipt of a completed, written objection, the principal shall temporarily withdraw from circulation the materials being challenged. The principal shall review the objection and review the material. Upon completing their study, the principal shall stipulate continued use, discontinued use, or restricted use of the materials involved, which use shall be effective immediately.

C. The principal’s decision may be appealed to the district administrator in writing, specifying the reasons for the objection of the principal’s decision.

D. The district administrator, library media specialist of the assigned grade level(s), and the Director of Instruction of the assigned grade level shall review the objection and review the material. Upon completing their study, the team shall stipulate continued use, discontinued use, or restricted use of the materials involved, which use shall be effective immediately.

E. The district level team’s decision may be appealed to the School Board in writing, specifying the reasons for the objection of the district level team’s decision.

F. The School Board shall review the challenged materials and objections thereto. The School Board at its discretion may rely upon reports of readings or hearings by professional staff and upon other experts of any kind in its determinations. Upon completing its study, the School Board shall stipulate continued use, discontinued use, or restricted use of the materials involved, which use shall be effective immediately. The School Board’s decision shall be final.

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