

SELECTION OF INSTRUCTIONAL MATERIALS

The board of directors of the Fairfield Community School District hereby declares it the policy of the district to provide a wide range of instructional materials on all levels of difficulty, with diversity of appeal, and the presentation of different points of view and to allow review of allegedly inappropriate instructional materials.

I. Responsibility for Selection of Materials

- a. The board is responsible for all matters relating to the operation of the Fairfield Community School District.
- b. The responsibility for the selection of instructional materials is delegated to the professionally trained and licensed employees of the school system. For the purpose of this rule the term “instructional materials” includes printed and multimedia materials (not equipment), whether considered text materials or library materials. The board retains the final authority for the approval of textbooks.
- c. While selection of materials may involve many people including principals, teacher-librarian, students, parents and community members, the responsibility for coordinating the selection of most instructional materials and making the recommendation of the purchase rests with licensed employees.
- d. Responsibility for coordinating the selection of text materials for distribution to classes will rest with the licensed employees, principal and superintendent. For the purpose of this rule the term ‘text materials’ includes textbooks and other printed and non-printed material provided in multiple copies for use of a total class or a major segment of such a class.

II. Criteria for Selection of Materials

- a. The following criteria will be used as they apply:
 1. Materials will support and be consistent with the general educational goals of the district and the objectives of specific courses.
 2. Materials will be factually accurate and objective in content and presentation.
 3. Materials will be appropriate for the subject area and for the age, emotional development, ability level, and social development of the students for whom the materials are selected.
 4. Materials will have aesthetic, literary, or social value.
 5. Materials chosen will be by competent and qualified authors and producers.

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6. Materials will be chosen that are designed to motivate students and staff to gain an awareness and understanding of the many important contributions of women, minorities, and ethnic groups. These materials will help them examine and comprehend their own attitudes, duties, rights, responsibilities, and privileges as participating citizens in a pluralistic, democracy.
 7. Biased slanted materials may be provided to meet specific curriculum objectives.
 8. Physical format and appearance of materials will be suitable for their intended use.
 9. Price may be a consideration when viewing overall use of materials.
 10. Recommendations from faculty and students are given consideration.
 11. Materials and information will be selected for its strengths rather than rejected for its weaknesses.
 12. Materials and information will be included to make clear the important role religion has had in shaping every age and culture.
- b. The selection of materials and information on controversial issues will be directed toward maintaining a balanced collection representing various views.

III. Procedure for Selection

- a. Library Media Center Materials
 1. In selecting materials for purchase for the media center, the media specialist will evaluate the existing collection and the curriculum needs and will consult reputable, professionally prepared selection aids and other appropriate sources. (i.e. School Library Journal, Booklist, etc.) For the purpose of this rule the term "media" includes all materials considered part of the library collection.
 2. Gift materials will be judged by the criteria in Section II and will be accepted or rejected by those criteria. Such materials will not be accepted if subject to restrictions on use or disposal or if they would produce an imbalance the library media center cannot afford to redress.
 3. Selection is an ongoing process which will include the removal of materials no longer appropriate and the replacement of lost and worn materials still of educational value.

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b. Text Materials

Study committees are appointed and study various educational programs on a scheduled basis. Toward the end of the study of a particular program, the study committee reviews various educational materials that would appear to facilitate the teaching and learning of the skills and knowledge of that program. Usually a selected group of materials, including textbooks, are submitted to most teachers who teach a given program. These teachers provide the study committee their opinions and suggestions about materials. The committee then selects the materials they consider to be of greatest help to the teachers and students in meeting the objectives that have been established for that program. In turn these materials are recommended to the administration for adoption.

c. Interlibrary Loan, Networks, Telecommunications, etc.

The content of materials received from other sources such as interlibrary loan, telecommunications, networks, electronic bulletin boards, etc. cannot be viewed beforehand or controlled. These sources are made available to meet educational goals and objectives, for teaching research skills, and for providing materials of interest that are not available locally. These sources of information help acquaint students with information from the world at large.

d. Confidentiality of School Library Media Centers

The employees of Fairfield Community School District recognize that circulation records of the School Library Media Centers are confidential in nature and that these records will not be made available to anyone including any agency of state, federal, and local government except pursuant to federal, state, or local law relating to civil, criminal, or administrative investigatory power. This is done to protect the freedom of users to read and peruse information without fear of intimidation or harassment. The purpose of these records is for the retrieval of overdue materials and for statistical analysis of library use.

e. Copyright Law

The Fairfield Community School District will obey the Copyright Act of 1976 and the guidelines of fair use established by the Copyright Office.

Section 107 of the Act provides that:

the fair use of a copyrighted work...for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research, is not an infringement of copyright. In determining whether the use made of a work in any particular case is a fair use the factors to be considered will include

- (1) the purpose and character of the use, including whether such use is of commercial nature or is for non-profit educational purposes;
- (2) the nature of the copyrighted work;
- (3) the amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
- (4) the effect of the use upon the potential market for or value of the copyrighted work.

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IV. Weeding

- a. The library media specialist(s) will remove from the library media center materials, equipment and furniture no longer of value to the library media program following general selection, replacement, and weeding guidelines. (See, e.g., "Weeding the School Library Media Center Collections, Iowa Department of Education, 1995.)
- b. Text materials committees or other designated teachers or teacher committees may remove text materials no longer of value to the instructional program following general selection, replacement, and weeding guidelines. The materials will be reviewed by the committee or person designated to determine their possible intrinsic worth to other groups or individuals in the following priority order:
 1. To another unit of the school.
 2. To other school in the district.
 3. To the general public. If deemed of sufficient value, the district will offer items for sale at a stated time.
 4. If items are determined to be of no value, or if no group or individual under points 1-3 above claims them, items will be discarded in a manner consistent with the district's procedures for discard.

Legal Reference: Iowa Code §§279.8; 280.3, .14; 301 (2009).
281 I.A.C. 12.3 (12).

Cross Reference: 215 Public Participation in Board Meetings
402.5 Public Complaints About Employees
602 Curriculum Development
605 Instructional Materials