

Instructional Materials Selection

Board Policy: C-6
Adopted: November 9, 1992
Revised: July 11, 2005

I. General Policy Statement

G.S. 115C-98 (b) establishes the Board's authority to regulate through policy the selection and procurement of library books, periodicals, audio-visual materials, including videos and computer software, and other supplementary materials for instructional purposes in Haywood County Schools. The Haywood County Board of Education delegates the responsibility for the selection of instructional resources, and the process for review of challenged materials to the professional personnel in the administrative unit. Instructional materials shall support and be consistent with the general educational goals of the State, the local school system, the goals of individual schools, and course requirements.

II. Regulations

A. Instructional, Media and Technology Programs

The Board and the Library Bill of Rights assert that the responsibilities of the instructional, media and technology programs are as follows:

1. To provide resources that enrich and support the curriculum, taking into consideration individual needs and the varied interests, abilities, socio-economic backgrounds, and maturity levels of the students served.
2. To provide resources that stimulate growth in factual knowledge, literary appreciation, aesthetic values and ethical standards.
3. To provide a background of information enabling students to make intelligent decisions in their daily lives.
4. To provide materials representing opposing viewpoints of controversial issues so that students may develop, under guidance, the practice of critical thinking and critical analysis of materials in various formats.
5. To provide materials representative of the many religious, ethnic and cultural groups throughout the world and the contributions of these groups to our heritage.
6. To place principle above personal opinion and reason above prejudice in selecting resources of the highest quality.
7. To continually discard and update worn, damaged, obsolete and inoperable materials.

B. Advisory/Selection Committees

1. Media/Technology Advisory Committees

Each school shall establish a media/technology advisory committee appointed by the principal and chaired by the school's media coordinator. This committee will include teachers representing various subject areas and/or grade levels, and may include a parent, a community representative, and a student as appropriate. This group shall set priorities for media/technology resources to be acquired based upon school-wide objectives and the strengths and weaknesses of existing collections.

2. Selection Committees

Each school shall establish media/technology selection committees as needed. These committees will be appointed by the principal and chaired by his/her designee. These committees will include teachers representing appropriate subject areas and/or grade levels, and may include a parent, a community representative and a student as appropriate. This group shall recommend which media/technology resources will be acquired based upon the curriculum, program needs and school objectives.

C. Resource Selection

Learning styles, teaching styles, the curriculum and existing media/technology resources shall be given consideration in determining the need for additional resources at individual schools. Materials considered for purchase shall be judged by the following criteria:

1. Purpose - the overall purpose and its direct relationship to instructional objectives.
2. Reliability - accurate, authentic.
3. Treatment - clear, skillful, convincing, well organized.
4. Technical production - format, quality, access, storage, delivery, compatibility.
5. Construction - durable, manageable, attractive.
6. Special features - illustrations, photographs, maps, charts, graphs, guides, animation, etc.
7. Possible uses - individual, small group, large group, introduction, in-depth study, research.

The following describes the appropriate procedures for the selection of resources:

1. Arrange, when possible, for firsthand examination of any items to be purchased.
2. Use professionally developed selection aids when firsthand examination is not possible.
3. Judge gift items by standard selection criteria and, upon acceptance of such items, reserve the right to incorporate only those meeting specified criteria (See Policy A-37, Gifts and Bequests).
4. Purchase replacements for worn, damaged, obsolete, or missing media/technology resources necessary to support current curricular standards.
5. Refer unsolicited salespersons to the superintendent for permission to approach schools.
6. Refer to the Media/Technology Program Handbook for specific procedures to be followed in the selection process. for materials circulated through the media center.

D. Review Process for Challenged Materials

Occasional concerns about or objections to some resources may be voiced. These concerns/objections may be handled satisfactorily by school personnel. However, if a complainant requests removal of a particular resource from the classroom, media center, or the school, the following review process shall be observed:

1. Complainants will be given information about the selection and review process for challenged materials along with a Request For The Reconsideration Of Instructional Resources form to be filled out. (See attached Form)
2. The receipt of a Request For The Reconsideration of Instructional Resources form shall be handled as follows:
 - a. The principal shall appoint a special review committee consisting of the principal or designee, a member of the professional support staff, and three other certified staff members to begin the review process
 - b. The review committee will review the entire item.
 - c. The review committee will review available appraisals of challenged materials in professional resources, determine the extent to which the material enriches or supports the curriculum, (See Section II-A and II-C in Regulations), weigh the merits and faults of the entire item and prepare a written decision within 10 school days if possible.
 - d. Copies of the written decision will be sent to the principal, the superintendent, and the complainant.
3. During the review process, the principal may discontinue or allow the continued use of the challenged resource.
4. If any party is dissatisfied with the school committee's decision, a Request For Review of School-Level Decision may be submitted to the superintendent within one week following the receipt of the decision. (See attached Form)
5. If a request for further review is made, the superintendent will appoint a system-level committee consisting of:
 - a. The associate superintendent or his/her designee
 - b. The media supervisor
 - c. A media coordinator and a teacher from the appropriate school level
 - d. A principal from the appropriate school level
 - e. A parent/community member from the appropriate school level
 - f. A parent from the school from which the challenge originates

The chair of this committee will be appointed by the superintendent. This committee will follow the same procedures established in II-D-2.

6. If any party is dissatisfied with the system level committee's decision, a request for superintendent's review may be filed. If such a request is filed, the superintendent will examine all committee reports and render a decision in writing within 10 days of receipt of the request for a review by the superintendent to the complaining party and to the school involved.
7. If any party is dissatisfied with the superintendent's decision he/she may appeal the decision to the Board under the guidelines established in Board Policy A-2, Appeals to the Board. The board has sole authority and discretion to determine whether a challenge has merit and whether challenged material should be retained or removed.

Legal Reference: **G.S. 115C-98 (b)**