

### PROCEDURE FOR INSTRUCTIONAL RESOURCES

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background or views.
6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

**Last Revision/Adoption:** July 21, 1997  
**Legal References:** None  
**Cross References:** None

## GUIDELINES FOR SELECTION AND MAINTENANCE OF INSTRUCTIONAL RESOURCES

1. Definition of instructional resources: instructional resources shall include all media which are printed, published, and for use by students and teachers in the instructional process. All print, non-print, and electronic materials used in the classroom and/or media center to implement the instructional program are considered as instructional resources.
2. Responsibility for Selection and Maintenance
  - a. The media coordinator with input from teachers is responsible for the selection and purchase of instructional resources. The principal of each school shall appoint a Media Advisory Committee to assist in the selection process. This committee shall consist of the media coordinator(s), teachers representing subject areas and/or grade levels and special program areas, the principal or designee, and student (except in K-5 schools) and parent representatives.
  - b. The function of the Media Advisory Committee is to assess the present resources, examine goals and objectives in the School Improvement Plan, determine needs, and assist the media coordinator in making selection decisions. The Committee shall establish a purchasing plan consistent with the time frame and objectives of the School Improvement Plan. The principal shall keep the Committee apprised of all available school budgets and of funding sources available from outside resources. The principal shall ensure that all school personnel have representation on the Committee and that everyone has an opportunity to review the plans and proposed purchases. Final decisions for purchases rest with the professional media personnel and the approval of the principal.
  - c. The principal shall ensure that all instructional resources, regardless of funding source or location within the building, be processed, cataloged, and inventoried through the media center.
3. Objectives of Selection

To ensure that instructional resources are of the highest quality and that each school has a comprehensive collection appropriate for the users, the following selection objectives are adopted:

- a. To provide resources that will enrich and support the curriculum and that are consistent with the philosophy, goals, and objectives of the school system
- b. To provide resources that meet the varied interests, abilities, and learning styles of students
- c. To provide resources that will enable students to make intelligent decisions and to improve critical thinking skills

- d. To provide resources representing opposing sides of issues
- e. To provide resources that present the diversity of cultures in our nation and world
- f. To provide resources that develop a positive image of men and women free of sex bias
- g. To provide resources that will stimulate growth in factual knowledge, literary appreciation, and aesthetic values
- h. To provide resources of the highest quality without personal opinion and bias entering into the selection process

4. Selection Criteria

Resources considered for purchase shall be judged on the basis of the following criteria:

- a. Purpose
  - (1) Educational soundness
  - (2) Direct relationship to instructional objectives, *North Carolina Standard Course of Study*, and School Improvement Plan goals and objectives
- b. Reliability
  - (1) Timeliness, permanency, accuracy, and authenticity
  - (2) Authoritativeness
  - (3) Reputation of publisher/producer/manufacture
  - (4) Reputation and significance of the author/artist/composer/editor
- c. Treatment
  - (1) Importance of subject matter and its relevance to real-life situations
  - (2) Ability to enhance learning
  - (3) Ease of use
- d. Technical Production and Construction
  - (1) Quality
  - (2) Format (is the format most appropriate for information)
  - (3) Price
  - (4) Durability
- e. Possible Uses
  - (1) Individual, small group, large group
  - (2) Introduction, in-depth study, follow-up independent research

5. Procedures for Selection and Maintenance

- a. In coordinating the selection of resources, the media coordinator and the Media

Advisory Committee will:

- (1) Evaluate the existing collection
  - (2) Assess curricular needs
  - (3) Prepare priority list of needs for faculty approval
  - (4) Use reputable, unbiased, professionally prepared selection aides to determine resources to meet the needs such as reviews by the North Carolina Department of Public Instruction, Media Evaluation Center
  - (5) Determine the most appropriate resource format to meet identified curricular needs
  - (6) Evaluate resources first-hand whenever possible
  - (7) Evaluate carefully items procured by subscription
  - (8) Prepare recommendations for resources to purchase for faculty and principal approval
- b. The Committee shall judge all gift items by the stated selection criteria and selection objectives. Upon acceptance of items, the Committee has the right to incorporate into the collection only those items meeting the objectives and criteria.
- c. Maintaining the existing collection of resources is just as important as selecting new resources. Resources in the existing collection should meet the same selection objectives and criteria as new resources. Each Media Advisory Committee shall develop a plan by which the collection is continuously and systematically evaluated. Items that do not meet the selection objectives and criteria and that are worn, obsolete, or inoperable should be removed from the collection.
- d. Internet resources will be selected by the same guidelines as listed in this policy. Software that allows materials to be previewed may be used as a resource to assure that all materials meet policy guidelines. All student Internet research shall be based only upon a specific curriculum related assignment made by the student's teacher. Student Internet research shall be supervised by an adult.

#### GUIDELINES FOR CHALLENGED INSTRUCTIONAL RESOURCES

1. The Pitt County Board of Education recognizes the right of individual parents or guardians to request that their children not read, view, listen to or use a specific instructional item. Teachers are encouraged to offer choices on any required reading list. If parents still have an objection after being offered choices, they may submit a written request to the principal and appropriate teacher. The teacher shall provide a substitute resource or assignment which will be acceptable to the parent and will meet the instructional objectives. Upon agreement of the teacher and parent about the alternate resource or assignment, the teacher shall record the agreement in writing and send a copy to the principal and parent.
2. Parents, groups of parents, or community groups do not have the right to determine the

use of instructional resources for students other than their own children.

3. When complaints are made, the following procedures shall be observed:

a. Appeal Process at School Level

- (1) A complaint made to a teacher or media coordinator shall be referred to the principal immediately. The principal and teacher or media coordinator should be polite, but should not discuss the individual item under complaint.
- (2) Within two days, the principal shall send a letter to the complainant acknowledging the complaint. The principal shall provide a copy of the selection policy and guidelines and a "Request for Reconsideration of Instructional Resources" form for the complainant to complete and return within five school days.
- (3) If more than one item is challenged, a separate form must be completed for each individual item.
- (4) The principal shall inform the school media coordinator and the superintendent of the complaint.
- (5) A complainant who does not return the completed form within five school days receives no further consideration.
- (6) Once a formal complaint form is received, the principal shall ask the Media Advisory Committee to:
  - (a) Read, view, listen or use the resource in its entirety.
  - (b) Re-examine the challenged resource in accordance with the selection objectives and criteria.
  - (c) Gather and review evaluations of the resource in professional selection and reviewing sources.
  - (d) Evaluate the merits of the entire work in relationship to the complaints.
  - (e) Record and consider any statement or explanation requested of the complainant.
  - (f) Follow the "Checklist for Reconsideration of Instructional Resources - Fiction and Other Literary Forms" or "Checklist for Reconsideration of Instructional Resources - Nonfiction" to guide and document decision.
  - (g) Provide a written statement of the committee's findings and decision to the principal.
- (7) Within two weeks of receiving the complaint, the principal shall forward the written statement from the Media Advisory Committee to the complainant. A copy shall be sent to the superintendent.

b. Appeal Process to Superintendent

If the complainant is not satisfied with the school committee's decision, he/she may appeal in writing to the Superintendent within fifteen school days after receiving the school Media Advisory Committee's decision. Upon receiving the appeal, the following process shall occur:

- (1) The Superintendent shall name a Media Resource Review Committee to review the complaint. The committee shall be comprised of the principal, a central office administrator, and at least one teacher and one media coordinator from outside the school from which the complaint came.
- (2) The Media Resource Review Committee will follow the same steps as outlined for the school Media Advisory Committee.
- (3) The Committee may ask the superintendent to appear before the committee to answer questions or give more detailed explanations of the complaint.
- (4) The Superintendent will notify the complainant of the committee's decision within two weeks of receiving the written appeal from the complainant.

c. Appeal to the Board of Education

- (1) If the complaint is not satisfied with the decision of the Media Resource Review Committee, he may appeal in writing to the Board of Education within 15 school days of receiving notification from the Superintendent. Upon receiving this appeal, the following shall occur:
  - (a) The Board of Education Chairman will form a committee of Board members to review the challenged material and the recommendations made by the school Media Advisory Committee and by the superintendent's Media Resource Review Committee.
  - (b) The Board committee will make recommendations to the full Board in official session.
  - (c) The Board will determine by vote whether to continue using the challenged resource based upon the selection objectives and criteria and findings of the two previous committees that reviewed the resource and other legitimate educational factors.
- (2) The decision of the Board will be the final step in the appeals process within the school system.

d. Status of Resource during Appeals Process

The principal shall keep the challenged resource in use during the review and appeals period and no material shall be withdrawn or made unavailable to students whose parents have not filed a complaint unless the principal determines in collaboration with the superintendent that continued availability and use of the resource is likely to cause serious disruption of the educational process and alternative means of avoiding disruption would not be effective.



e. Removal of Challenged Resources

- (1) If at any point in the appeals process a decision is made to remove the item from the collection, the decision applies only to the school from which the complaint originated.
- (2) Resources are selected based on the appropriateness of use for an individual school and shall be considered for removal from the collection on an individual school basis.