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**ADOPTED: April 1, 1982**  
**REVISED: May 6, 1982, March 1, 1990**  
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## **SELECTION OF EDUCATIONAL RESOURCES**

Educational resources shall include all items, both print and non-print, of an instructional or recreational nature purchased for the libraries and classrooms of RSU 54/MSAD #54. This shall also include performances, guest speakers, and special programs.

### **Objectives of Selection**

RSU 54/MSAD 54 recognizes that it is the primary objective of educational resources in our school to implement, enrich, and support the educational programs of the schools. It is the duty of the professional staff to provide a wide range of resources on all levels of difficulty, with diversity of appeal and the presentation of different points of view.

To this end, the RSU 54/MSAD 54 Board of Directors re-affirms that the responsibilities of the schools are:

- A. To provide resources that will enrich and support the curriculum, taking into consideration the varied interests, abilities, and maturity levels of the students served;
- B. To provide resources that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards;
- C. To provide a background of information which will enable students to make intelligent judgments in their daily life;
- D. To provide resources on opposing sides of controversial issues so that young citizens may develop under guidance the practice of critical analysis of all media;

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- E. To provide resources representative of the many religious, ethnic, and cultural groups and their contribution to our American heritage; and
- F. To place principle above personal opinion and reason above prejudice in selection of resources of the highest quality in order to assure a comprehensive collection appropriate for the users of the Library Media Center.

In addition, the RSU 54/MSAD 54 Board recognizes that the final authority as to what resources an individual student will be exposed rests with that student's parents/guardians. However, at no time will the wishes of one child's parents/guardians to restrict his/her reading, listening or viewing of a particular resource infringe on another parents'/guardians' rights to permit their child to read, listen or view the same resource.

**Definitions of Educational Resources**

Educational resources are textbooks, supplementary instructional materials, library collections, special presentation, etc. Textbooks are those materials that are purchased for a classroom, usually in multiple copies.

Supplementary instructional materials are those media of all types (books, pamphlets, filmstrips, audio and video cassettes, computer programs, etc.) which are selected for the classroom.

School library/media collections are those materials of all media (books, magazines, pamphlets, audio and video cassettes, computer programs, etc.). This material is selected and arranged under the guidance of professional library media specialists.

Special presentations are performances, guest speakers, and special programs which are planned for a group, class, or the entire school.

**Responsibility for Selection of Educational Resources**

The RSU 54/MSAD 54 Board of Directors is legally responsible for all matters relating to the operation of the schools. The responsibility for the selection of instructional resources is delegated to the professionally trained personnel employed by the school department.

Selection of instructional resources involves many people: principals, teachers, department heads, students and community members. The responsibility for the coordination of the selection of library resources and the recommendation for purchase rests with the professionally trained, certified library media people.

**Criteria for Selection**

The needs of the individual school, based on knowledge of the curriculum and of the existing collection are given first consideration.

the purchase of educational resources are considered on the following basis: overall purpose, timeliness or permanence, importance of the subject matter, quality of the writing/production, readability and popular appeal, authoritativeness, reputation of the publisher/producer, reputation and significance of the author/artist/composer/producer, etc., and format and price.

Gift resources are judged by the same standards and are accepted or rejected by those standards. Multiple copies of outstanding and much-in-demand resources are purchased as needed. Worn or missing standard items are replaced periodically. Out-of-date or no-longer-useful resources are withdrawn from the collection.

**Procedures for Selection**

In selecting the resources, the appropriate professional personnel evaluate the existing collection, consulting reputable, unbiased, professionally prepared selection aids and specialists from all departments and/or all grade levels. In selecting guest speakers and other public performances, the appropriate personnel follow the above Criteria for Selection.

Whenever possible, selection of non-print resources shall be done only after personal evaluation by the professional staff. Reviewing aids may be used in lieu of personal evaluation. Books and other print items should be selected only if favorably reviewed in one or more of the selection aids or if they have been personally reviewed.

**Challenged Resources**

Despite the care taken to select resources for student and teacher use and the qualifications of the persons who select the resources, it is recognized that occasional objections may be raised by community members, students, or school staff.

In the event a complaint is made, the following procedure will apply:

- A. The complaint shall be heard first by the person providing the resources in question. The person providing the resources will attempt to resolve the complaint, if possible.
- B. If the complaint is not resolved at Step A, the building principal shall meet with the complainant and person providing resources and attempt to resolve the complaint.
- C. If the complaint is not resolved at Step B., the building principal shall provide the complainant with the "Request for Review of Educational Resources" form. If the completed "Request for Review of Educational Resources" form is not returned to the principal within fourteen days of the receipt of the form, the matter shall be considered closed. A copy of the completed form will be forwarded to the Superintendent.

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- D. The Superintendent shall appoint a non-biased committee composed of the following persons to review the complaint: One administrator, (other than the administrator involved at Steps B and C) one librarian/media specialist; one classroom teacher or the department head in the subject area or grade level of the challenged educational resources; one classroom teacher at a different grade level and/or from a different discipline than that of the challenged resources, two Board members and one community member.
- E. The review committee shall meet in open session to: read and/or examine the resources referred to them; check general acceptance of the resources by reading reviews; weigh values and faults against each other and form opinions based on the resource as a whole and not on passages or portions pulled out of context. Within thirty days, two sessions will be held; one to listen to the two sides present their views, and one to discuss the educational resource and prepare a written report on it.
- F. Both a majority and minority report of the committee shall be forwarded to the Superintendent and Board. The Superintendent will inform the complainant of the results.
- G. Decisions of the review committee may be appealed by the complainant to the Board within thirty days of notification of the results of the committee's decision. The complainant has the right to request a public hearing prior to the Board's decision. A hearing shall be granted and a decision shall be rendered by the Board within thirty days of the complainant's request.
- H. No resources shall be removed or curtailed from use until the committee or, in the case of an appeal, the Board has made a decision.

**Guest Speakers or Special Programs**

Guest speakers or special programs are an enrichment to our curricular program. Despite the care taken to select guest speakers and special programs, it is recognized that occasional objections may be raised by community members, students or school staff. In the event a complaint is made, the above procedure will be followed.

**Selection of Pre K-6 Classroom Resources**

The classroom teacher shall be responsible and take into consideration the following criteria in the establishment of a classroom library and the obtaining of supplementary resources (those media of all types; books, pamphlets, filmstrips, audio and video cassettes, computer programs, etc.)

**Criteria For Selection**

- A. Educational significance;
- B. Contribution the subject matter makes to the curriculum and to the interests of the students;
- C. Favorable reviews found in standard selection sources;
- D. Reputation and significance of the author, publisher, and producer;
- E. Validity, up-to-dateness, and appropriateness of resources;
- F. Contribution the resource makes to the breadth of representative viewpoints on controversial topics;
- G. High degree of potential user appeal;
- H. High artistic quality and/or literary style;
- I. Quality and variety of format;
- J. Value commensurate with cost and/or need;;
- K. Integrity; and
- L. Appropriate for the subject area, age, emotional development, ability level, learning styles, and social development of the students for whom the resources are selected.

The following recommended lists shall be consulted in the selection of resources, but selection is not limited to this listing.

- A. Bibliographies (latest editions available, including supplements):
  - Children's Books in Print
  - Children's Catalogue
  - Elementary School Library Collection
  - Junior High School Catalogue
  - Subject Guide to Children's Books in Print
- B. Current reviewing media:
  - Bulletin of the Center for Children's Books
  - Horn Book
  - Yellow Brick Road

School Library Journal

Booklist - ALA

Five Owls

New Advocate

The Web

Kobrin Letter

The Reading Teacher

Language Arts

Eyeopeners

Learning

### **Selection Procedures**

In selecting resources for a classroom library or for use to supplement instruction, the professional personnel will evaluate available resources and curriculum needs and will consult reputable, professionally prepared aids to selection and other appropriate sources:

- A. Consultation with District librarians;
- B. Consultation with other teachers, specialists for departments and grade levels;
- C. Consultation with children's literature experts (i.e. college instructors, librarians, students and parents); and
- D. conferences, speakers, workshops, and courses.

Gift resources for classrooms shall be judged by the criteria outlined and shall be accepted or rejected by those criteria.

Selection is an ongoing process which should include the removal of resources no longer appropriate and the replacement of lost and worn resources still of educational value.

Legal Reference: Title 20A MRSA, Section 1001, 1055, 4002

**CHALLENGE OF INSTRUCTIONAL MATERIALS FORM**

Type of Material:  Book  Magazine/Periodical  Film  
 Recording  Software  Plays  
 Other (Please specify) \_\_\_\_\_

Author (if known)  
\_\_\_\_\_

Title  
\_\_\_\_\_

Publisher (if known)  
\_\_\_\_\_

Person making complaint (please print):  
\_\_\_\_\_

Telephone \_\_\_\_\_ Street Address \_\_\_\_\_  
Town \_\_\_\_\_

Complainant represents:  Him/herself  
 Organization \_\_\_\_\_  
 Other group \_\_\_\_\_

1. To what portion of the material do you object? (Please be specific, cite pages, scenes, etc.)  
\_\_\_\_\_  
\_\_\_\_\_

2. What do you feel might be the negative result of reading/viewing/hearing this material?  
\_\_\_\_\_  
\_\_\_\_\_

3. For what age group would you recommend this material?  
\_\_\_\_\_

4. Is there anything good about this material?  
\_\_\_\_\_

5. Did you read/view/hear all of the material? \_\_\_\_\_ If not, what parts did you read/view/ hear?

\_\_\_\_\_

6. Are you aware of the professional reviews/judgment of this material?

\_\_\_\_\_

7. What do you believe is the theme and/or intention of this material?

\_\_\_\_\_

8. What would you like the school to do about this material?

\_\_\_ Do not assign it to my child.

\_\_\_ Do not assign it to any students.

\_\_\_ Withdraw it from the library and/or instructional program.

\_\_\_ Refer it to the Educational Media Review Committee for evaluation.

9. In its place, what material would you recommend?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of Complainant

\_\_\_\_\_  
Date