

Library Media Services

*Selection
of
Instructional
Materials*

2009

*(Including Reevaluation/Reconsideration
Process)*



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Louisville, Kentucky

SELECTION OF INSTRUCTIONAL MATERIALS

(Including Reevaluation/Reconsideration Process)



**Library Media Services
Jefferson County Public Services
Kentucky**

2009

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Statement of Jefferson County Public Schools Policies Related to the Selection and Reconsideration of Instructional Materials, Library Materials, and Instructional Technology:

IIAC LIBRARY MATERIALS SELECTION AND ADOPTION

Materials selected for school library and media centers shall reflect the needs of the individual school and shall support and reflect the curriculum.

IIAE REEVALUATION OF MATERIALS, BOOKS, MEDIA, AND SPEAKERS

The superintendent/designee shall establish procedures to reevaluate materials, books, media, speakers, and electronically-accessed resources questioned or criticized by the public. Reevaluation will occur when these procedures are followed by the person or group objecting.

IIBE USE OF INSTRUCTIONAL TECHNOLOGY

The use of appropriate instructional technology can have a positive impact on student learning. The board of education approves the use of technology which supports instructional goals and objectives of the Jefferson County Board of Education under plans and procedures approved by the superintendent. These technologies include, but are not limited to, computers, electronic access to information, and instructional television which is a supplementary resource to the classroom teacher.

Other related policies include DFC, EGAA, GBB, GBI, IA, II, IIAA, and IIAB,

Procedures (or Rules):

I. Definitions

- A. *Instructional materials* means items that are consumed or worn out in the instructional process to include: library books, periodicals and newspapers, audio visual material, supplementary books, reference material, instructional software, and Internet-based resources.
- B. *Text materials* means textbooks and other print and nonprint material provided in multiple copies or electronically for use of a total class or a major segment of such a class. This includes approved categories of instructional materials for purchase with textbook funds. (KRS 156 and 157, and 704 KAR 3:455)
- C. *Media* means all instructional materials that are not text materials housed in or accessed through library media centers, classrooms, and the JCPS computer network.
- D. *Internet-based resources* means any instructional resources accessed through the Internet. This may include, but is not limited to, websites, online databases, streamed video, and podcasts.

II. Annual Review of Policy and Procedures

The principal and/or designee in charge of each attendance center shall annually review with the staff their policy and procedures for the selection of its instructional materials. The staff shall be reminded that the right to object to materials is one granted by policies enacted by the School Based Decision Making Council and firmly entrenched in law (KRS 160.345). They shall also be reminded of ethical and practical considerations in attempting to handle resident complaints with courtesy and integrity.

III. Responsibility for the Selection of Materials

“The school council shall determine which textbooks, instructional materials, and student support services shall be provided in the school. “ (KRS 160.345, Section 2-g)

- A. The School Based Decision Making Council of each school may delegate the responsibility for the selection of instructional materials to the professionally trained and certified staff of their school or to a committee which could include teachers, parents, students, and administrators.
- B. Textbook materials are selected through an SBDM-established process following the *Selection and Purchasing Process for P-12* (KRS 156) and using the consumer guide by the State Textbook Commission (KRS 156.410). Coordination of the distribution of text materials to students shall follow procedures approved by the school (704 KAR 3:455).
- C. The School Based Decision Making Council shall delegate the responsibility for the selection of library materials for the school library media center to the media librarian. Reputable selection aids shall be used as guides to selection as well as consultation with staff, students and parents.
- D. The School Based Decision Making Council may delegate the responsibility for the selection of instructional technology to the professionally trained staff of their school.

IV. Criteria for Selection of Materials

Instructional materials selected for use in the school shall be selected for their strengths rather than rejected for their weaknesses. Materials received as gifts from outside sources will be subject to the same criteria as purchased materials. Selected materials shall conform to the following criteria as they apply:

- A. Materials shall support and be consistent with District goals and the school's curricular objectives.
- B. Materials shall meet high standards of quality in factual content and presentation.
- C. Materials shall be appropriate for the subject area and for the developmental stage of students for whom the materials are selected.
- D. Materials shall have aesthetic, academic, literary, and/or social value.
- E. Materials shall exhibit competent authorship for the subject treated.
- F. Materials shall be of acceptable technical quality and suitable physical format or able to be accessed via the JCPS computer network.

- G. Materials shall foster respect for all people, especially minority and ethnic groups, and shall represent realistically our pluralistic society.
- H. Materials shall be designed to help students gain an awareness and understanding of the contributions made to our civilization by all persons, including women and minority and ethnic groups.
- I. Materials shall clarify objectively the multiple historical and contemporary forces with their economic, political and religious dimensions which have operated to the disadvantage or advantage of all persons, including women, and minority and ethnic groups. (In special cases, materials containing biased or slanted points of view may be selected to meet certain specific curricular objectives.)
- J. Materials concerned with racial, religious, sexual or ethnic differences shall be free from stereotype, caricature, and other characteristics likely to misrepresent, offend or defame particular segments of the population.
- K. Materials concerning religion shall be free from intention to indoctrinate beliefs of any one faith, or to belittle any other.
- L. Materials shall be designed to motivate students and staff to examine their own attitudes and behaviors and to comprehend their own duties, responsibilities, rights and privileges as participating citizens in a pluralistic, non-sexist society.
- M. Materials treating controversial issues shall be selected on the basis of their ability to provide students a balanced perspective concerning current events, education, government, history, politics, or any other phase of life.

V. Procedure for Selection, Purchase and Removal

A. Media in the Library Media Center

1. The media librarian shall evaluate the school's existing materials collection and curriculum needs, shall solicit recommendations for purchase from faculty, students, and parents, and shall consult reputable, professionally prepared aids and other appropriate sources in recommending materials for the Library Media Center.
2. The purchase of materials shall follow the Kentucky Model Procurement Code and established procedures and schedules set forth by JCPS Board policy and the School Based Decision Making Council.
3. Gift materials shall be judged and accepted or rejected on the basis of the criteria in Section IV.
4. The media librarian shall supervise the removal of media materials no longer appropriate and the replacement of lost and worn material which are still of educational value.

B. Text material

1. The School Based Decision Making Council shall determine which text materials shall be provided in the school. Selection shall be consistent with the general criteria for materials selection noted in Section II.
2. Following state guidelines, the School Based Decision Making Council shall prepare a Textbook Plan and file the plan with the JCPS Office of the Textbook Coordinator.

3. The purchase of materials shall follow the Kentucky Model Procurement Code and established procedures and schedules set forth by Kentucky law
4. (KRS 156 and 157, and 704 KAR 3:455), JCPS Board policy, and the School Based Decision Making Council.
5. The Superintendent or the Superintendent's designee shall notify the Kentucky Department of Education that the school textbook plan is on file with the JCPS Office of the Textbook Coordinator.
6. The SBDM shall establish procedures for the removal of text materials no longer appropriate and the replacement of lost and worn material which are still of educational value.

C. Internet-based and electronic resources

1. The Computer Education Support (CES) Unit working with District content specialists will make recommendations for instructional software applications.
2. Local schools should select those programs that meet the requirements of their instructional programs. Due to the wide variety of software programs installed in schools, the CES Unit cannot guarantee support of all applications.
3. The purchase of materials shall follow the Kentucky Model Procurement Code and established procedures and schedules set forth by JCPS Board policy and the School Based Decision Making Council.
4. Gift materials shall be judged and accepted or rejected on the basis of the criteria in Section IV.
5. The school technology coordinator (STC) shall supervise the removal of electronic resources no longer appropriate.

VI. Complaint or Challenge of Instructional Materials

Despite the quality of the selection process, occasional objections to instructional materials will be made. The Jefferson County Board of Education supports principles of intellectual freedom inherent in the First Amendment to the Constitution of the United States and expressed in the *Library Bill of Rights* of the American Library Association and the *Students' Right to Read* of the National Council of Teachers of English. When materials are questioned, the principles of intellectual freedom, the right to access of materials and the integrity of the staff must be defended rather than the materials. The process for the review and reevaluation of instructional materials is the responsibility of the School Based Decision Making Council. The School Based Decision Making Council may solicit a recommendation from an appointed SBDM Review Subcommittee or from a JCPS Review Committee appointed by the JCPS Superintendent. It is the responsibility of the School Based Decision Making Council to determine whether they will serve as the Review Committee or will solicit a recommendation from an appointed SBDM Review Subcommittee or from a JCPS Review Committee appointed by the JCPS Superintendent. The challenged materials will be retained or withdrawn as mandated by the decision of the School Based Decision Making Council.

A. LEVEL I: Initial Concern

1. The complainant states to the local school principal, unit head, or a designee a concern related to instructional material.

2. The principal, unit head or designee schedules with the complainant a conference intended to resolve the complaint.
3. Within five (5) business days following the conference, the principal, unit head or designee provides the complainant a written decision concerning use of the instructional materials. (During this time the material will remain in use.)

Comment: At Level I the principal, unit head or designee will attempt to resolve the issue informally by explaining the rationale for including the material in the instructional program. The explanation should focus on the selection procedures and criteria, qualification of persons selecting the material, the place the challenged material occupies in the educational program, the materials' intended educational usefulness, and additional information regarding its use.

B. LEVEL II: Written Request for Review and Reevaluation

If after consultation at Level I, the complainant wishes to file a written request for review and reevaluation of the instructional materials, the principal, unit head or designee assists the complainant in taking the following steps.

1. The complainant completes a "Request for Reconsideration of Instructional Materials" form (Appendix A) signs the form and files it with the principal, unit head or designee.
Comment: Access to challenged instructional material shall not be restricted during the reconsideration process. In unusual circumstances, however, access may be restricted temporarily by unanimous agreement of the SBDM Council.
2. The principal, unit head or designee shall follow procedures established by the School Based Decision Making Council.
3. Within five business days of receipt of complaint, the principal, unit head or designee shall inform the School Based Decision Making Council, the SBDM Review Subcommittee, or JCPS Review Committee of receipt of complaint and a meeting scheduled according to established procedures.
4. Within ten days of notification of complaint, the School Based Decision Making Council, the SBDM Review Subcommittee, JCPS Review Committee shall meet to deliberate. Recommendations from the SBDM Review Subcommittee or JCPS Review Committee shall be provided in writing to the School Based Decision Making Council. Within five days of the deliberation, the School Based Decision Making Council shall make a final decision concerning the complaint.
5. Within five (5) business days of rendering a final decision (a total of twenty-five (25) business days from the principal, unit head or designee's initial receipt written complaint), the School Based Decision Making Council shall notify the complainant, in writing, concerning disposition of the complaint.

C. LEVEL III: Appeal

In the event the complainant is not satisfied with the decision of the School Based Decision Making Council, the complainant may appeal to the Jefferson County Board of Education SBDM Office.

1. The complainant presents to the SBDM Office a written request for review of the complaint.
2. The SBDM Office shall render a decision regarding the disposition of the complaint according to established procedures.

(Further appeals may be made to the State Board for Elementary and Secondary Education Office of Education Accountability.)

VII. Review Committee

A. Purpose

The purpose of the Review Committee, whether the School Based Decision Making Council, an SBDM Review Subcommittee, or JCPS Review Committee, shall be to conduct a review of the materials as requested and to recommend to the School Based Decision Making Council a disposition concerning the materials.

B. Membership

1. The School Based Decision Making Council Review Committee will consist of its regular membership.
2. The SBDM Review Subcommittee shall be appointed according to established SBDM policy.
3. The JCPS Review Committee shall be appointed by the Superintendent and will include, but not be limited to, the following members.
 - One (1) Teacher
 - One (1) School Media Librarian
 - One (1) District's Director of Library Media Services who shall serve as chairperson
 - One (1) Director of Curriculum and Assessment
 - One (1) Principal or principal's designee from the related level (elementary, middle, secondary)
 - One+ (1+) Content area specialists as appropriate
 - Three (3) Members of the community – one (1) from each geographic region

C. Suggested Procedure for Meetings

1. The chairperson
 - a. Distributes copies of complainant's written request form.
 - b. Distributes copies of challenged material as available.
 - c. Gives complainant or group spokesperson an opportunity to talk about and expand on the written request.
 - d. Distributes reputable, professionally prepared reviews of the material as available.

2. The Review Committee, then
 - a. Reads, views, or listens to the material in its entirety.
 - b. Checks general acceptance of the material by reading reviews and consulting reputable recommended lists.
 - c. Determines the extent to which the material supports the curriculum.
 - d. Uses the appropriate "Checklist for Committee Review of Instructional Material" (See Appendices B and C) as a guide in judging the material for its strength and value as a whole and not in part.
3. The committee may:
 - a. Invite interested persons, including the complainant, to have opportunity to share their views.
 - b. Request that individuals with special knowledge be present to give information to the committee.
4. The committee shall:
 - a. Inform the complainant concerning the status of the complaint through the committee reconsideration process.
 - b. Give the complainant and known interested parties appropriate notice of the Review Committee meeting.

D. School Based Decision Making Council Decision

The committee shall make its decision concerning a recommendation in open session. The School Based Decision Making Council's final decision will be as follows:

1. to take no removal action,
2. to remove all or part of the challenged material from the total school environment,
3. to allow students to use alternate titles, approved by school personnel involved, or
4. to limit the educational use of the challenged material.

The sole criterion for the final recommendation is the appropriateness of the material for its intended educational use. The written decision and its justification shall be forwarded to the complainant. The challenged materials will be retained or withdrawn as mandated by the decision of the School Based Decision Making Council. (A decision to sustain a challenge shall not be interpreted as a judgment of irresponsibility on the part of the professionals involved in the original selection and/or use of the material, or irresponsibility on the part of the members of the Review Committee.)

E. Miscellaneous

1. The decision of the School Based Decision Making Council is intended for the school it serves and does not apply to instructional materials in any other school.
2. Requests to reconsider materials which have been previously been before the School Based Decision Making Council must receive approval of a majority of its members before the materials will again be reconsidered. Every reconsideration request form shall be acted upon by the School Based Decision Making Council.

3. School Based Decision Making Council members or Review Committee or Subcommittee members directly associated with the selection, use or challenge of the material in question shall be excused during the deliberation on such materials. A temporary replacement for the excused member may be appointed, but such replacement shall be of the same general qualifications of that person excused.

**CITIZEN'S REQUEST
FOR REVIEW AND REEVALUATION
OF INSTRUCTIONAL MATERIALS**

Each school in Jefferson County Public Schools endeavors to meet the needs of all its students by providing on all levels a wide range of instructional materials having diversity of appeal and different points of view. With respect to instructional materials, the JCPS Board of Education and the School Based Decision Making Council support the principles of intellectual freedom inherent in the First Amendment to the Constitution of the United States and in the Library Bill of Rights and the Students' Right to Read of the National Council of Teachers of English.

Despite the quality of instructional materials or the credibility of the process used for selecting instructional materials occasional objections will arise. Therefore, in order to facilitate the resolution of any concerns related to instructional materials, the School Based Decision Making Council provides the following procedure for review and reevaluation.

Level I – Initial Concern

1. A person having a complaint related to instructional materials states the complaint to a local school principal or unit head or a designee.
2. The school official to whom the complaint is stated schedules a conference with the complainant to discuss the instructional materials.
3. The complainant and the school official discuss the instructional materials during the scheduled conference.
4. Within five (5) business days following the conference, the school official provides the complainant a written decision concerning the complaint.

Level II – Written Request for Review and Reevaluation

1. If a complainant is not satisfied with the school official's decision at Level I, the school official will assist the complainant in filing, with the School Based Decision Making Council, a written request for review and reevaluation of the instructional materials.
2. The School Based Decision Making Council accepts the written request for review and reevaluation of instructional materials with the purpose of rendering a decision concerning the complaint. (When appropriate, the School Based Decision Making Council forwards the request to the SBDM Review Subcommittee or District Review Committee.)
3. Within twenty-five (25) business days of receiving the written request for review and reevaluation of the instructional materials, the School Based Decision Making Council notifies, in writing, the complainant concerning disposition of the complaint.

Level III – Appeal

1. In the event the complainant is not satisfied with the School Based Decision Making Council's decision regarding the instructional materials, the complainant may file with the JCPS SBDM Office a written request for the review of the complaint.
2. The SBDM Office shall render a decision regarding the disposition of the complaint according to established procedures.

NOTES: The SBDM Office considers appeals requesting the review of decisions related to the use of instructional materials to be serious matters. Therefore, persons requesting such reviews are advised to present carefully documented, factual information substantiating their claims.

Only upon recommendation of the School Based Decision Making Council shall access to challenged instructional materials be restricted during the reconsideration process.

Appendix A

REQUEST FOR RECONSIDERATION OF INSTRUCTIONAL MATERIALS

School _____

Request Initiated by _____

Telephone _____ Address _____

City/State/Zip _____

Complainant represents:

- Himself/Herself
- (Name of Organization) _____
- (Identify other person or group) _____

Please check type of material:

- | | | |
|-------------------------------------|---|--|
| <input type="checkbox"/> Book | <input type="checkbox"/> Video Recording | <input type="checkbox"/> Internet-based resource |
| <input type="checkbox"/> Periodical | <input type="checkbox"/> Audio Recording | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Pamphlet | <input type="checkbox"/> Computer Program | |

Title: _____

Author: _____

Publisher, Producer, or URL: _____

The following questions are to be answered after the complainant has read, viewed, or listened to the school instructional material in its entirety. If sufficient space is not provided, attach additional sheets. (Please sign your name to each additional attachment.)

1. The use of this instructional material was
 - required by an instructor.
 - selected by your child.

2. Have you discussed this material with the teacher or media librarian who selected, assigned, or used it? Yes No

If yes, did the general purpose for the use of the work seem a suitable one for you?
 Yes No

3. Have you been able to learn what reviewers and/or other students have written about this material? Yes No

4. To what in the material do you object? (Please be specific. Cite pages, film sequence, etc.)

5. What do you believe is the theme or purpose of this material?

6. What do you feel might be the result of a student using this material?

7. Is there anything good in this material? Please comment.

8. For what age group would you recommend this material?

9. What other instructional material of the same subject or format would you recommend?

10. What would you like your school to do about this work?

Signature of Complainant

Date

Please return completed form to the school principal.

APPENDIX B

**CHECKLIST FOR THE
REVIEW OF INSTRUCTIONAL MATERIAL
-NONFICTION-**

SCHOOL: _____

Please check type of material:

- | | | |
|-------------------------------------|---|--|
| <input type="checkbox"/> Book | <input type="checkbox"/> Video Recording | <input type="checkbox"/> Internet-based resource |
| <input type="checkbox"/> Periodical | <input type="checkbox"/> Audio Recording | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Pamphlet | <input type="checkbox"/> Computer Program | |

Title: _____

Author: _____

Publisher, Producer, or URL: _____

A. Purpose

1. What is the overall purpose of the material? _____
- _____
- _____
- _____

B. Authenticity

1. Is the author competent and qualified in the field? Yes No
2. What is the reputation and significance of the author and publisher/producer in this field?
- _____
- _____
- _____
3. Is the material up-to-date? Yes No
4. Are information sources well documented? Yes No
5. Are translations and retellings faithful to the original? Yes No

C. Appropriateness

1. Does the material promote the educational goals and objectives of the school's curriculum? Yes No
2. Is it appropriate to the level of instruction intended? Yes No
3. Are the illustrations appropriate to the subject and age levels? Yes No

D. Content

1. Is the content of this material well presented by providing adequate scope, range, depth, and continuity? Yes No
2. Does this material present information not otherwise available? Yes No
3. Does this material give a new dimension of direction to its subject? Yes No

E. Reviews

1. Source of Review _____

Favorably reviewed _____ Unfavorably reviewed _____

2. Does this title appear in one or more reputable selection aids? Yes No

If answer is yes, please list titles of selection aids.

F. Additional Comments:

Recommendation by Review Committee for treatment of challenged materials:

- to take no removal action,
- to remove all or part of the challenged material from the total school environment,
- to allow students to use alternate titles, approved by school personnel involved, or
- to limit the educational use of the challenged material.

COMMENTS: _____

Date _____

Signatures of Review Committee Members:

_____	_____
_____	_____
_____	_____
_____	_____

Decision by the School Based Decision Making Council for the treatment of the challenged materials:

- to take no removal action,
- to remove all or part of the challenged material from the total school environment,
- to allow students to use alternate titles, approved by school personnel involved, or
- to limit the educational use of the challenged material.

COMMENTS: _____

Date _____

Signatures of School Based Decision Making Council Members:

_____	_____
_____	_____
_____	_____
_____	_____

Appendix C

**CHECKLIST FOR THE REVIEW OF INSTRUCTIONAL MATERIALS
-FICTION AND OTHER LITERARY FORMS-**

Title: _____

Author: _____

Publisher, Producer, or URL: _____

A. Purpose

1. What is the purpose, theme or message of the material? How well does the author/producer/composer accomplish this purpose?

2. If the story is fantasy, is it the type that has imaginative appeal and is suitable for children? Yes No; for young adults? Yes No
If both are marked no, for what age group would you recommend? _____

3. Will the reading and/or viewing and/or listening to material result in more compassionate understanding of human beings? Yes No

4. Does it offer an opportunity to better understand and appreciate the aspirations, achievements, and problems of various minority groups? Yes No

5. Are any questionable elements of the story an integral part of a worthwhile theme or message? Yes No

B. Content

1. Does a story about modern times give a realistic picture of life as it is now?
 Yes No Not applicable

2. Does the story avoid an oversimplified view of life, one which leaves the reader with general feeling that life is sweet and rosy or ugly and meaningless? Yes No

3. When factual information is part of the story, is it presented accurately?
 Yes No Not applicable

4. Is prejudicial appeal readily identifiable by the potential reader?
 Yes No Not applicable

5. Are concepts presented appropriate to the ability and maturity of the potential readers?
 Yes No

6. Do characters speak in a language true to the period and section of the country in which they live? Yes No
7. Does the materials offend in some special way the sensibilities of women or a minority group by the way it presents either the chief character or any of the minor characters? Yes No
8. Is there preoccupation with sex, violence, cruelty, brutality, and aberrant behavior that would make this material inappropriate for children? Yes No
9. If there is use of offensive language, is it appropriate to the purpose of the text for children? Yes No; for young adults? Yes No
10. Is the material free from derisive names and epithets that could be offensive? Yes No
11. Is the material well written or produced? Yes No
12. Does the story give a broader understanding of human behavior without stressing differences of class, race, color, sex, education, religion or philosophy in any adverse way? Yes No
13. Does the material make a significant contribution to the history of literature or ideas? Yes No
14. Are the illustrations appropriate and in good taste? Yes No
15. Are the illustrations realistic in relation to the story? Yes No

C. Reviews

1. Source of Review _____
 Favorably reviewed _____ Unfavorably reviewed _____

2. Does this title appear in one or more reputable selection aids? Yes No

If answer is yes, please list titles of selection aids.

D. Additional Comments:

Recommendation by Review Committee for treatment of challenged materials:

- to take no removal action,
- to remove all or part of the challenged material from the total school environment,
- to allow students to use alternate titles, approved by school personnel involved, or
- to limit the educational use of the challenged material.

COMMENTS: _____

Date _____

Signatures of Review Committee Members:

_____	_____
_____	_____
_____	_____
_____	_____

Decision by the School Based Decision Making Council for the treatment of the challenged materials:

- to take no removal action,
- to remove all or part of the challenged material from the total school environment,
- to allow students to use alternate titles, approved by school personnel involved, or
- to limit the educational use of the challenged material.

COMMENTS: _____

Date _____

Signatures of School Based Decision Making Council Members:

_____	_____
_____	_____
_____	_____
_____	_____