

MEDIA CENTER INSTRUCTIONAL MATERIALS SELECTION/REVIEW

DATES (Adopted/Revised)	GUIDE WORDS
Adopted February, 1984 Revised November, 2004 Revised November, 2005	Censorship Complaint Curriculum Instructional Materials Library Materials

The Curriculum Director will oversee the selection process for all instructional materials procured by the District.

INSTRUCTIONAL MATERIALS SELECTION FOR DISTRICT MEDIA CENTER

Instructional materials for the District Media Center will be selected by the District Media Coordinator in cooperation with the individual building principals, media specialists and curriculum supervisors. Encouragement is given to the use of parents on the selection committee.

BUILDING MEDIA CENTER INSTRUCTIONAL MATERIALS SELECTION AND COMPLAINT REVIEW

The principal is to appoint a selection committee composed of the building media person who will chair the committee, teachers, parents and the principal or designee. The selection committee will meet periodically to review the materials selection plan, lists of materials recommended for selection (or which have been purchased since the last meeting), and review specific materials as may be requested by the committee. They will also act as a committee to review complaints about instructional materials at the building level, and to refer unresolved complaints to the District Instructional Materials Review Committee. Minutes and records will be kept of all Committee action. The principles of selection established by the Board of Trustees in Policy 6212 and the mission, vision and learning goals in Policies 2320 and 2322 will be used as the basis for decisions which are made by the Committee. The same general guidelines and form as used by the District Instructional Materials Review Committee will be used.

Selection recommendations will be reviewed by the principal who will refer any questioned materials back to the building selection committee for review.

MEDIA CENTER INSTRUCTIONAL MATERIALS SELECTION/REVIEW

DISTRICT INSTRUCTIONAL MATERIALS REVIEW COMMITTEE

A District Instructional Materials Review Committee will be appointed by the Superintendent or designee for the purpose of reviewing questioned instructional materials which are intended to be purchased at the District level or where referrals have been made for review of materials by a building committee. The District Committee will have representation from professional media personnel, teachers, administrators, parents, and if deemed appropriate by the Superintendent, students. The Curriculum Director will chair the Committee but will not vote except in the case of a tie. Minutes and records of Committee action are to be maintained.

REQUEST FOR INSTRUCTIONAL MATERIALS REVIEW

Any patron or District employee may initiate a concern regarding any instructional material or website in use or intended for use by completing the form "Request for Instructional Materials Review" or "Request to Block or Un-Block a Website."

The principles for selection established by the Board of Trustees in Policy 6212 and District mission, vision and learning goals in Policies 2320, 2322, and 6125, will be used as the basis for decisions made by review committees at the building level and at the district level. The Committees are authorized by the Board of Trustees to remove instructional materials or websites, return to use, return to limited access or to accept, reject or place in limited access materials which are introduced for use.

Requests for review of instructional materials or websites will be answered in writing, stating the decision of the committee with reasons. Copies of the decision will be sent to the appropriate media center, technology personnel and to the person making the request.

In the event the complainant is not satisfied with the decision, an interview may be arranged with the Superintendent of Schools.

MEDIA CENTER INSTRUCTIONAL MATERIALS SELECTION/REVIEW

REQUEST FOR INSTRUCTIONAL MATERIALS REVIEW

Initiated by _____
Name Address Phone Date

Representing: Self _____ Organization/Group (Name) _____

Material Questioned: Book, Journal, Article _____ Audiovisual Material _____
Other Material (Identify) _____
Title: _____
Author: _____ Publisher _____ Date _____

- 1. To what do you object? Cite specific pages, paragraphs, scenes, etc. with A.B.C., etc. _____
- 2. What do you believe to be the main idea of citations? Refer to above items A.B.C., etc. _____
- 3. Have you read or seen this material in its entirety? _____
- 4. What do you believe might result from use of this material? _____
- 5. What reviews of this material have you read? _____
- 6. For what age group might this material be suitable? _____
- 7. What action do you recommend? _____

Other comments (Attach additional sheets as needed): _____

MEDIA CENTER INSTRUCTIONAL MATERIALS SELECTION/REVIEW

REQUEST TO BLOCK OR UN-BLOCK A WEBSITE

When you come across a website that you feel needs to be blocked or un-blocked from use within School District #25, please use this form to make that request. Send this form to Jill King at the Ed Center (kingji@d25.k12.id.us).

INITIATED BY:
Name:

Address:

City, State, ZIP Code:

Phone Number: _____ Date: _____

Website:

Description:

Have you personally visited this site?

Requested Action:

Yes

No

Block

Un-Block

To what do you object? Cite specific examples.

What is the educational value of this site?

What do you believe might result from use of this site?

For what age group might this site be suitable?

Who should not have access to this site?

- Students
Adults
Other:

MEDIA CENTER INSTRUCTIONAL MATERIALS SELECTION/REVIEW

Other Comments:

ADMINISTRATIVE USE

Action:
