

## **Instructional Resources**

Textbooks will be selected in a manner described in policy and procedure 2020 and 2020P. Materials to be included in a library/media center shall be selected as outlined.

### **Suggestions for Acquisition**

Suggestions may originate from students and teachers. Those suggestions are considered by the library/media staff member who weighs requests, evaluates materials, and selects those which fulfill the needs of the instructional program.

### **Criteria for Selection**

Selection of materials is a continuous process. New materials become available daily. The factors to be employed in selection are:

1. Needs of the school, curriculum and/or individual student. (The program should provide for a wide range of materials on appropriate levels of difficulty with a diversity of appeal and presentation of a variety of viewpoints);
2. Artistic and literary quality;
3. Reliability and breadth of information with particular concern for the contributions (current and historical) of both sexes and members of the several specific religious, ethnic, political, and cultural groups;
4. Accents on sex, profanity, obscenity subjected to a stern test of literary merit and reality; and
5. Professional reviews. (The library/media staff member employs professional reviewing materials, the judgments of other professions—teachers and librarians—to aid in the selection process. Professional reviewing materials include:
  - a. Current reviews – *Library Journal* and *School Library Journal, Booklist*;
  - b. *Hornbook, English Journal, Choice*, and other professional and commercial periodicals which review materials objectively;
  - c. Published lists of appropriate materials – H.W. Wilson’s *Children’s Catalog*; and
  - d. *ALA Basic Book Collection* series, *Bowker’s Best Books for Children, AAAS Science Book List for Young Adults*; materials suggested by the National Councils of Teachers of English and Social Studies; plus Washington Superintendent of Public Instruction *Books for School Libraries*; and other professional publications which evaluate material.)

### **Complaints or Concerns about Materials**

Complaints and/or concerns about the use and/or availability of specific materials should be directed to the principal. The complainant wishing to protest the use and/or availability of specific materials shall use the form requesting reconsideration of instructional materials (See Form 2020F.1).

**Adoption Date: 8/08/2005**