

# CESU SCHOOL DISTRICT MATERIALS SELECTION POLICY

## **Objective of Selection**

The Chittenden East Supervisory Union #12 is a learning community committed to providing students the knowledge and skills necessary to become life-long learners, life-long readers and responsible citizens. Freedom to learn, teach, read and express ideas is viewed as a fundamental right held by public school staff and students. To foster this freedom, it is the obligation of the Chittenden East Supervisory Union to provide a wide range of learning resources for all levels of ability, a wide diversity of appeal, and the presentation of different points of view, and to allow review or reconsideration of selected materials.

## **Responsibility for Selection of Library Learning Resources**

The school librarian, with the assistance of professional staff with expertise in specific subject areas, will select media center materials and assist in purchasing classroom or other learning resources according to the following guidelines by the American Library Association and endorsed by the Vermont School Library Association.

- Provide materials that support and are consistent with the general educational goals of the state and the district and the aims and objectives of individual schools and specific courses.
- Provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities, learning styles and maturity of the students served.
- Provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and societal standards.
- Provide materials on various sides of controversial issues so that young citizens may develop, under guidance, the practice of critical analysis of all media, and make informed judgments in their daily lives.
- Provide materials representative of the worlds many religious, ethnic, and cultural groups that contribute to the understanding of our national heritage and the world community.
- Place principle above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to assure a comprehensive collection appropriate for the users of the library media center.

## **Criteria for Selection of Learning Resources**

Materials for purchase will be considered on the basis of:

- Overall purpose
- Timeliness or permanence
- Importance of the subject matter
- Quality of the writing/production
- Readability and popular appeal
- Authoritativeness
- Format and price
- Suitability

## **Procedures for Selection**

In selecting materials for purchase the librarian evaluates the existing collection and consults reputable, unbiased, professionally prepared selection aids and specialists from appropriate departments and/or grade levels. Recommendations from students and other members of the CESU school community will be considered. Gifts may be accepted if they meet the criteria for selection. Selection is an ongoing process that includes the removal and replacement of materials that no longer meet selection criteria.

## **Procedure for Handling Formal Reconsiderations of Literature and Instructional Materials**

Members of the Chittenden East Supervisory Union #12 community may question the inclusion of material in the library collection, following these steps:

1. If a complaint is not resolved informally, the complainant will be supplied with a packet of materials consisting of the district's mission statement, materials selection policy statement, and the procedure for handling objections. This packet also will include a request for reconsideration form, which shall be completed and returned before consideration will be given to the complaint.
2. Issuance of the request for reconsideration form shall be reported to the building principal.
3. If the request for reconsideration form has not been received by a faculty member within two weeks, it will be considered closed.
4. In accordance with statement of philosophy, no questioned materials will be removed from the school pending a final decision. Pending the outcome of the request for reconsideration, however, access to questioned materials can be denied to the child (or children) of the parents making the complaint, if they so desire.
5. Upon receipt of a reconsideration request form, the principal in the building involved will convene a committee of at least five to consider the complaint. This committee may consist of the principal, the librarian, a teacher, and a parent or community representative.
6. Each committee member will read the materials in question.
7. Within thirty days of receipt of the request for reconsideration form, the committee will meet to discuss the materials and will prepare a report on the material containing its recommendations on disposition of the matter.
8. The principal will notify complainant of the decision and send a recommendation with an explanation to the Superintendent. In answering the complainant, the principal will explain the book selection system, give the guidelines used for selection, and cite authorities used in reaching decisions. If the committee decides to keep the work that caused the complaint, the complainant will be given an explanation. If the complaint is valid, the principal will acknowledge it and make recommended changes.
9. If a complainant is not satisfied with the outcome of the principal's recommendation, the complainant may contact the Superintendent to appeal the decision within 30 days.
10. The Superintendent will schedule an appeal with the individual school's School Board.
11. The Superintendent will supply the School Board with copies of the material in question and the selection committee's findings.
12. A final decision regarding the status of any questioned material will be made by the School Board, meeting in public session. The Board's decision regarding the status of any questioned material will hold for a minimum of one calendar year.

# Request for Reconsideration of Library or Educational Resources

The school board of Chittenden East Supervisory Union #12 has delegated the responsibility for selection and evaluation of library/educational resources to the school library media specialist and curriculum committee, and has established reconsideration procedures to address concerns about those resources. Completion of this form is the first step in those procedures. If you wish to request reconsideration of school or library resources, please return the completed form to the librarian of the school.

Date \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

1. Resource on which you are commenting:

\_\_\_\_ Book \_\_\_\_ Textbook \_\_\_\_ Video Recording \_\_\_\_ Display

\_\_\_\_ Magazine \_\_\_\_ Library Program \_\_\_\_ Audio Recording

\_\_\_\_ Newspaper \_\_\_\_ Electronic information/network (please specify)

\_\_\_\_ Other \_\_\_\_\_

Title \_\_\_\_\_

Author/Producer \_\_\_\_\_

2. What brought this resource to your attention?

3. Have you examined or read the entire resource?

4. What concerns you about the resource? (use other side or additional pages if necessary)

5. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?